# MADRAS

# INSPECTION CODE.

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*ISSUED BY THE DIRECTOR OF PUBLIC INSTRUCTION.*

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# MADRAS INSPECTION CODE.

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## I.—INTRODUCTION.

1. *Title.*—This Code shall be known as the "Madras Inspection Code."

2. *Proper names.*—In the case of proper names, the authorized spelling shall be adopted. Proper names for which authorized spelling has not been furnished shall be spelt on the principle of transliteration.

3. *Definition of terms.*—The term "Director" signifies Director of Public Instruction; the term "Local Board" means a Municipal Commission or Council, or a District or Taluk Board or Union; the term "Public Funds" includes provincial and local funds; the term "President" means the President of a District or Taluk Board, or the Chairman of a Municipal Commission or Council.

4. *Order of local areas.*—The following order of arrangement of the several local areas mentioned in the Code shall be observed in all departmental reports, communications and tabular statistics:—

Revenue districts in the order shown below:—

| | | |
|---|---|---|
| Ganjām. | Cuddapah. | Rāmnād. |
| Vizagapatam. | Madras. | Madura. |
| Gōdāvari. | Chingleput. | Tinnevelly. |
| Kistna. | North Arcot. | Coimbatore. |
| Guntūr. | Chittoor. | Salem. |
| Nellore. | South Arcot. | Nilgiris. |
| Kurnool. | Tanjore. | Malabar. |
| Bellary. | Trichinopoly. | South Canara. |
| Anantapur. | | |

Circles, Ranges and Sub-Ranges—in the order fixed from time to time by the controlling authority.

5. *Personal conduct of public servants.*—This is regulated by the rules laid down by Government entitled "Government servants' Conduct Rules" which apply to all officers of the Department other than those exercising a menial office. Every officer holding a permanent appointment should secure a copy of these rules.

6. *Government and Departmental Codes and Regulations.*—It should be understood that the provisions of this Code are intended to be in complete harmony with the various Codes and Regulations issued, from time to time, by Government and the Department. Matters which may be found to conflict with the provisions of any Code or Regulation should be reported for the orders of the Director.

7. Powers as to appointment, leave, recognition of schools, etc., assigned in this Code to officers of the Department are of the nature of delegations and are liable to resumption as occasion may arise by the Director either temporarily or permanently.

*Add the following to rule* 14 :—

"Inspectors and Inspectresses may grant privilege leave up to six weeks to teachers and other Government servants employed under them (excluding Assistant Inspectors), subject to the condition that no additional charge is incurred."

"Inspectors of circles and Inspector of European and Training schools may grant leave up to three months to Supervisors on inspection duty and in training schools and appoint substitutes during the period on Rs. 30 per mensem, the last grade."

NOTE.—The powers already exercised by Inspectors and Inspectresses in the matter of incurring extra expenditure consequent on the leave granted to subordinates on Rs. 30 and less remain unaffected.

*Add the following to rule* 15 :—

"Assistant and Sub-Assistant Inspectresses may grant leave of any kind (except maternity leave for a period not exceeding one month to school mistresses in Government elementary schools on pay up to Rs. 30 subject to the condition that no additional charge is incurred."

## II.—LEAVE TO INSPECTING OFFICERS.

8. *Form of application.*—Applications for leave shall be made in the prescribed forms.

9. *Reports of delivery and assumption of charge.*—These shall be made by subordinate officers in accordance with the instructions in Appendix I.

10. *Leave other than casual leave.*—This is regulated for all officers by the provisions of the Civil Service Regulations.

11. *Casual leave.*—This may be granted subject to the limits prescribed by Government, * by an officer to the officers immediately subordinate to him, e.g., by the Director to Inspectors and Inspectresses, by these to Assistant Inspectors and Assistant Inspectresses, by the Assistant Inspectors to the Sub-Assistant Inspectors, and by these to Supervisors and by Inspectresses to Sub-Assistant Inspectresses.

12. No officer shall avail himself of casual leave without previously obtaining sanction except in case of urgent necessity such as illness, and sanction should invariably be sought without delay.

13. Officers empowered to grant casual leave may also grant a day's leave, should opportunity occur, to a subordinate who is called on to attend office on a public authorized holiday, except as a punishment, subject to the following conditions :—

(i) Such holidays may not be taken by a Government servant without the previous sanction of the authority who is competent to grant him casual leave.

(ii) Not more than 10 such holidays in all may be taken in a calendar year and no such holidays shall be taken after the expiry of six months from the public holiday for which it was substituted. It will, however, be within the discretion of the head of an office to call on the subordinate to take such holiday on any date within the six months which the head of the office finds to be convenient.

(iii) Not more than seven such holidays may be accumulated and a lower number may be fixed in his discretion by the head of the office.

(iv) Such holidays may be combined with casual leave or other authorized holidays, provided that the total period of absence from duty shall not exceed ten days.

14. Leave of any kind may be granted by Inspectors and Inspectresses under the provisions of the Civil Service Regulations to all subordinate officers whose appointment vests in them. Casual leave subject to the prescribed limits, may be given by them to their head clerks.

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* The following are the prescribed limits. Casual leave, which may be combined in any manner with Sundays and other authorized holidays including Christmas and Easter holidays, may be granted provided that not more than seven days' casual leave exclusive of such holidays shall be taken during one period of absence and provided that no period of absence from duty shall exceed 10 days. The aggregate amount of casual leave which any officer may have during the course of the calendar year, shall not, without the special sanction of Government, exceed 15 days, exclusive of Sundays and other authorized holidays which under this order may be combined therewith.

The period of absence of a subordinate directed by the head of his office to absent himself from his duties in consequence of the prevalence of infectious disease in his house shall be reckoned as casual leave, but shall not be counted against casual leave that may be due. (G.O. 626, Financial, dated 18th July 1893.)

15. *Grant of leave by Assistant Inspectors.*—Casual leave subject to the prescribed limits, may be granted by Assistant Inspectors to their clerks and peons and to teachers and servants in Government schools under their direct supervision, and to Sub-Assistants under their control.

16. Leave of any kind may be granted by Assistant Inspectors to peons in their own offices and in the offices of the Sub-Assistants under their control.

17. *Grant of leave by Sub-Assistants.*—Casual leave, subject to the prescribed limits, may be granted by Sub-Assistants to Supervisors immediately subordinate to them, to their clerks and peons and to teachers and servants in Government schools under their direct supervision.

18. *Leave to be reported in the prescribed form.*—All grants of leave, leave other than casual leave, by Inspectors and Inspectresses shall be reported every month to the Director in the prescribed form.

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## III.—POWERS OF INSPECTING OFFICERS AS TO APPOINTMENTS AND PROMOTIONS.

19. *Powers of Inspectors and Inspectresses.*—Inspectors and Inspectresses may appoint, transfer, promote and reduce teachers, clerks, and servants subordinate to them, whose pay does not exceed Rs. 30 per mensem. In making appointments and promotions, Inspectors and Inspectresses shall see that the conditions of the Public Service Notification have been fulfilled.

Inspectors may transfer within their circles Supervisors of schools on inspection duty from one sub-range to another.

20. *Powers of Assistant Inspectors.*—Assistant Inspectors may appoint, transfer, promote or reduce peons in their own offices and in the offices of the Sub-Assistants, and Assistant Inspectresses in their own office, subject to the formal approval of the Inspector or Inspectress.

21. *Exemption from Examination Rules.*—If, for want of qualified candidates, unqualified persons have to be appointed applications for exemption from examination rules shall be made in the prescribed form and, except in cases of emergency, before the services of such persons are engaged.

22. *Appointments to be reported in the prescribed form.*—Appointments made by Inspectors, Inspectresses and Assistant Inspectors shall be reported in the prescribed form every month to the superior officers concerned.

23. *Confidential Register to be maintained.*—Inspectors and Inspectresses shall each maintain, under their direct and personal custody, a *confidential* register for all officers of the department belonging to the superior service subordinate to them, and record therein, in their own handwriting and over their initials, such facts as come to their personal notice from time to time regarding the work and character of

each officer. Special care should be taken to see that these entries are, in no case, based on mere hearsay, but on formal reports tested by due enquiry. This register shall be handed over to the successor in office to be continued by him. It will serve the purpose of an official history of each subordinate officer and help the inspecting officers in giving or recommending promotions.

24. *Annual Confidential Report to the Director.*—With a view to enable the Director to give due consideration to the claims of each officer of the Subordinate Educational Service for promotion, Inspectors and Inspectresses shall furnish him, every year, in the month of April, with a consolidated *confidential* report, referring briefly to the work of each such officer within their respective jurisdictions. This work should not, for obvious reasons, be entrusted to any subordinate officer.

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## IV.—PUNISHMENT AND DISMISSAL OF INSPECTING OFFICERS.

25. The punishment and dismissal of officers of the Indian and Provincial Educational Services vest in Government and of all other officers in the Director.

26. *Powers of Inspectors and Inspectresses as to punishment.*—Inspectors and Inspectresses may punish for gross neglect of duty or for misconduct all subordinate officers and servants whose appointment vests in them. Under the orders of Government fines must not be imposed on officers engaged exclusively in clerical work. In their case the appropriate punishments are official reprimand, addition to work, postponement of increment of pay, stoppage of promotion, reduction of existing pay, entries in the service books of references to recorded punishments and censures, suspension, and, in the last resort, dismissal from the service of Government.

Neglect of duty or misconduct on the part of all other subordinate officers should be reported to the Director by Inspectors and Inspectresses.

27. *Powers of Inspectors and Inspectresses as to dismissal.*—Inspectors and Inspectresses may dismiss for gross misconduct, for proved dishonesty, or for inefficiency, all subordinates whose appointment vests in them.

28. *Procedure to be observed in cases of dismissal.*—(*a*) Before ordering the dismissal of a subordinate, Inspectors or Inspectresses shall give him full opportunity to defend himself in respect of the charges preferred against him, a copy of which shall be furnished to him. His witnesses should be examined and he should be allowed to cross-examine the witnesses against him.

(*b*) Inspectors and Inspectresses shall reduce to writing all depositions of witnesses for and against the subordinate they dismiss, and shall furnish copies of the same to him, if applied for within three months of the date of the order of dismissal. The order shall be in writing.

(*c*) Inspectors and Inspectresses shall submit to the Director quarterly return of fines and dismissals in the prescribed form.

## V.—ADMINISTRATION OF DEPARTMENTAL INSTITUTIONS.

29. Secondary schools are under the administrative control of the Inspector or Inspectress as the case may be, Elementary schools for boys are under the immediate control of the Sub-Assistant Inspectors and Elementary schools for girls under that of the Inspectresses who may, however, transfer the immediate control of any Elementary girls' school to an Assistant or Sub-Assistant Inspectress.

30. *Government Training schools for masters.*—These are controlled subject to the powers of the Inspector of European and Training schools, by the circle Inspectors each for his own circle. They will exercise the following powers :—the appointment of teachers and ministerial officers on salaries not exceeding Rs. 30 per mensem, the selection of students and recommendation of grant of stipends, the utilization of the budget allotments. They will forward copies of their memoranda in each case to the Inspector of European and Training schools for his information.

31. If the circle Inspector is unable to fill up an appointment in a Government Training school for want of a suitable candidate or to order the transfer of an officer from one training school to another owing to circles other than his own being involved, the duty of filling up the appointment or arranging for the transfer will fall on the Inspector of Training schools. The circle Inspector should in such cases bring the difficulty to the notice of the latter officer in view of his making the necessary arrangements.

32. *Government Training schools for mistresses.*—These are under the control of the Inspectresses.

33. *Stipendiary grants.*—The administration of the system of stipendiary grants is a function of the Inspectors and Inspectresses.

34. *The Inspector of European and Training schools* will deal with all matters connected with training courses and examination and certification of teachers male and female.

He will consolidate the budget estimates of training schools, both for masters and for mistresses, and will submit recommendations to the Director for appointments on pay exceeding Rs. 30 per mensem in the Government Training schools for masters and will deal with all questions affecting training schools in general, i.e., with the system of training. He will maintain in his office complete records of the staffs of the training schools and the students under training and will be responsible for all statistics required. He will also deal with the establishment of new training schools, selection of sites, plans of buildings, building grants for aided schools and the provision of furniture and appliances on a large scale such as would require the sanction of Government or an indent on the Stores Department of the India Office.

In regard to these matters the Inspector of Training schools and not the Director should be addressed by the circle Inspector. Briefly stated the work of the Inspector of Training schools will be that of co-ordination.

## VI.—ADMINISTRATION OF OFFICES.

35. Inspectors and Inspectresses shall make a careful annual inspection of their offices and submit a report to the Director in the prescribed form not later than the 31st March in each year.

36. *Inspection of subordinate offices.*—Officers of the two higher grades shall inspect the offices of officers immediately subordinate to them once a year at least, shall satisfy themselves that the accommodation provided is sufficient and suitable and shall submit a report of their inspection in the prescribed form.

Inspectors shall also inspect, during their tours, the offices of as many Sub-Assistants as practicable and bring to the notice of the Director any serious omission or irregularity in the maintenance of the registers and records.

37. *When Inspectors, Inspectresses and Assistant Inspectors may take charge of subordinate offices.*—Inspectors, Inspectresses, and Assistant Inspectors may, in cases of sudden emergency, take immediate charge of offices subordinate to them, pending the sanction of the Director.

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## VII.—SUPERVISION OF SUBORDINATE OFFICERS' WORK.

38. *By Inspectors and Inspectresses.*—Inspectors shall exercise immediate control over the work of Assistant Inspectors, and Inspectresses over that of Assistant and Sub-Assistant Inspectresses, and promptly report to the Director any neglect of duty or irregularity on their part.

39. *By Assistant Inspectors.*—Assistant Inspectors shall supervise generally the work of the Sub-Assistants and Supervisors in the district and check specifically the work done by them in at least five schools in each range and fifty schools on the whole during the year.

40. *By Sub-Assistants.*—For the relations that should be maintained between the Sub-Assistants and the Supervisors see Appendix II. [Proceedings of the Director of Public Instruction on the provincialisation of supervisors.]

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## VIII.—RECOGNITION OF SCHOOLS.

41. *Recognition of elementary schools.*—Inspectors and Inspectresses are empowered to recognize as a public institution every elementary school fulfilling the conditions laid down in the Educational Rules, and to recognize separately any standard above the third added to an elementary school. It is the duty of Sub-Assistants and Assistant Inspectresses to scrutinize carefully all recognition applications.

42. *Withdrawal of recognition.*—When a recognized elementary school or standard has ceased to fulfil the conditions of recognition, the Inspector or Inspectress shall withdraw from it the privilege and should not restore it for at least six months.

43. *Recognition of secondary and training schools.*—Inspectors and Inspectresses shall carefully scrutinize and report upon all applications for recognition of secondary and training schools or forms or classes in them. They should when necessity arises recommend the withdrawal of recognition from such schools, forms or classes; they should not, however, do so in an inspection report, but in a separate communication.

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## IX.—ELEMENTARY SCHOOL-LEAVING CERTIFICATES.

44. The duty of issuing elementary school-leaving certificates rests with Inspecting officers of not lower rank than Sub-Assistants and for pupils in model schools of Government Training schools with the headmasters of such schools. For the rules regulating such issue see Appendix IV.

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## X.—INSPECTING OFFICERS AND GRANT OF CERTIFICATES TO TEACHERS.

45. Inspectors and Inspectresses are ex-officio examiners in the Final Examination for Teachers' Certificates. (Madras Educational Rules, chapter XI, 150.)

46. The duty of checking the applications for the Final Examination for Teachers' Certificates and of deciding on the eligibility of candidates to appear for the examination has been delegated to the Circle Inspectors and Inspectresses. These officers should, after every examination, forward to the Inspector of European and Training Schools the results of the examination for publication in the *Fort St. George Gazette*, accompanied by a certificate that all the applications have been scrutinized and the candidates found eligible to appear for the examination.

47. The conditions of the eligibility of candidates will be found in chapter XI of the Madras Educational Rules.

The following instructions also require to be borne in mind :—

(*a*) The fee paid by a candidate should not generally be refunded or allowed to be used on a future occasion, but candidates rejected for want of proper service may be allowed to reserve the treasury receipt for a subsequent examination.

(*b*) Candidates absent from an examination may be allowed to reserve the treasury receipt for future use if their failure to be present at the examination is found to be due to change of date or centre of which sufficient notice was not given by the Board or to illness or other sufficient reason properly certified to.

(*c*) Candidates who passed the Written Test (now known as the Preliminary Examination) previous to 1905 need not show any approved probationary service. If the Inspector or Inspectress is satisfied of the identity of the candidates and of their success in the Written Test, probationary teachers' certificates should be obtained

on their behalf from the Inspector of European and Training Schools so as to have the results of the Final Examination entered therein. The second paragraph of 149 of the Madras Educational Rules need not be enforced in the case of such candidates.

(*d*) Candidates who have failed once or oftener in the final examination may be readmitted even if a second scrutiny of their probatinary certificates shows that they are ineligible for want of properly attested and approved service.

48. Doubtful cases may be referred to the Inspector of European and Training Schools for decision.

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## XI.—GENERAL ADMINISTRATION.

49. *Inspectors and Inspectresses to acquaint themselves with the conditions of education in all its stages.*—Inspectors and Inspectresses are the chief executive officers of the department, and shall, as such, acquaint themselves with the conditions and requirements of education in all its stages within their respective jurisdictions. They shall make it a part of their duty to confer on educational matters, with officials particularly with Collectors and Presidents of District Boards and Chairman of Municipalities and with non-officials interested in education and to give advice and assistance in such matters to all who may address them. Being the ordinary channels of communication with the department, they shall, subject to the approval of the Director, be the enforcers and interpreters of its regulations, and exponents of the educational policy of Government. They have further no unimportant share in the allocation of public funds to education and it behoves them to exercise the greatest vigilance over the expenditure of such funds.

50. *Duties imposed by special codes and rules.*—The Educational Rules and the Grant-in-Aid Code impose various duties on the Inspecting officers, and these shall be attended to in their minutest requirements. But while carrying out the regulations of the department, Inspecting officers shall be ever on their guard against the tendency to subordinate true education to administrative machinery. They should also be on their guard against the tendency to make instructions in all schools within their jurisdiction conform to one and the same pattern. Variety should be encouraged to meet the varied requirements of different localities and conditions of life. They shall enforce the rules with perfect impartiality, and without reference to the social position or religious belief of the parties concerned.

51. *Duties of Inspecting officers in the matter of physical, manual and moral training.*—Inspecting officers shall take every opportunity to impress on managers, teachers and pupils the inexpediency and danger of sacrificing manual, physical or moral training to mere intellectual instruction. Education, in its fullest sense, implies the building up of character, and not simply the storing of memory with book-knowledge. At the inspection of each school, whatever be its grade, Inspecting officers shall satisfy themselves that sufficient attention is paid to

physical and moral * training. They should not only inspect the drill and games of individual schools but in all towns and large villages containing a number of schools, they should advise the managers and masters to arrange for holding competitions in games and sports under the auspices of the leading residents of the place.

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## XII.—OFFICE ACCOMMODATION AND EQUIPMENT.

52. *Accommodation.*—Every Inspecting officer shall have fixed office accommodation, with a board on the door of the house or the gate notifying that the office is held there.

53. *Removal of office from an approved building.*—The sanction of the Director in the case of Inspectors and Inspectresses, the sanction of the Inspector or Inspectress in the case of Assistant Inspectors and Assistant Inspectresses and Sub-Assistants of Girls' schools, as the case may be, and the sanction of the Assistant Inspector in the case of other Sub-Assistants, shall be obtained for the removal of an office from an approved building. In cases where such removal has to be made immediately owing to an emergency, such sanction shall be sought with retrospective effect.

54. *Office equipment.*—Each office shall be provided with the requisite furniture and maps, with a copy of the Educational Rules, the Inspection Code, the Grant-in-Aid Code, the list of approved text-books with the addenda and corrigenda issued from time to time, the educational portions of the Fort St. George and District Gazettes, and the census statements of the districts and taluks concerned, with such other official publications as are necessary for reference. A small educational library should gradually be formed in each office. Educational periodicals supplied to the office should be regularly bound.

55. *List of schools to be maintained.*—A copy of the printed list of schools admitted to aid for the year shall be hung up in a conspicuous place in each office.

56. *Office calendar.*—An office calendar shall be drawn up in January each year, in the prescribed form with entries showing, month by month, the public and local holidays, the dates prescribed for the receipt and despatch of periodical reports and returns from the subordinates and to the superior offices, respectively, the dates of conferences to be held during the year, and such other particulars as will enable the officer to attend to the punctual and expeditious despatch of office business. Urgent and important references from superior officers should be noted therein as they are received, so that replies may be made in time. The chief ministerial officer on the establishment must be held responsible for the correct and careful maintenance of the office calendar.

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* See circular on moral training in elementary schools (appendix III).

## XIII.—CORRESPONDENCE AND OFFICE ROUTINE.

57. *Channel of correspondence.*—Inspectors and Inspectresses alone can correspond direct with the Director. Other officers will address the officers to whom they are immediately subordinate. There are, however, exceptions to these rules. They do not apply to the submission of periodical returns, as to which instructions are issued annually, to reports of change of address, or to any matter to which a subordinate officer is required to submit a direct and immediate reply. Further, on matters of real urgency, Assistant Inspectors may communicate direct with the Director, submitting at the same time to the Inspector a copy of the communication. Sub-Assistants, while addressing the Assistant Inspectors in matters that end with them, may communicate direct with Inspectors as regards all matters which must go to them, submitting, if necessary, copies of such communications to the Assistant Inspectors.

58. *References from the Director.*—References from the Director on communications from Government, the Accounts Department or the Presidents of local boards shall ordinarily be replied to at once. When delay is unavoidable the fact shall be reported to the Director with the information as to the probable date by which the reply will be submitted. Such references shall be noted in the office calendar so that they may not be lost sight of.

59. Officers will communicate with their subordinates in the memorandum form and will convey orders in the form of a request. Subordinates will address superior officers by letter and will "submit" letters, etc. Communications between officers of whatever grade where one is not under the orders of the other will be in the letter form and letters, etc., will be "forwarded" or "communicated." Except under the stress of urgency, officers will not communicate directly with subordinates who are not under their orders.

60. *Tone of official communications.*—The tone of official communications whether they are addressed to superior or subordinate officers should always be courteous. This is necessary in communications addressed by the superior to the subordinate officer in order to uphold the authority of the latter officer in the estimation of his subordinates, and also in communications addressed by the subordinate to the superior officer to mark that respect which is due to the latter officer by virtue of his position.

61. *Office routine.*—Prompt despatch of business should be attended to in the office routine. All Inspecting officers, above the rank of supervisors, shall obtain periodically an arrears list from the chief clerks of their offices. The Inspecting officer shall scrutinize the list carefully and take steps for the early disposal of such papers. The list shall be filed for subsequent reference. Arrears lists should be submitted monthly to Inspectors and Inspectresses, fortnightly to Assistant Inspectors and weekly to Sub-Assistants and Assistant Inspectresses.

62. *Return of unanswered references.*—On the 15th day of the first month of each quarter, a return of papers referred to Inspectors and Inspectresses in the previous quarter but remaining unanswered on

that date and of communications addressed to the Director, on which orders have not been passed, shall be submitted to the Director, the subject of each such reference being specified. Similar returns shall be submitted quarterly by the Assistant Inspectors to the Inspectors and by the Sub-Assistants to the Inspectresses or Assistant Inspectors, as the case may be.

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## XIV.—REGISTERS, RETURNS AND RECORDS.

63. *Registers to be maintained.*—The following registers shall be maintained in bound books in their offices by the several grades of inspecting officers :—

(1) Current Register.
(2) Periodical Register.
(3) Despatch Register.
(4) Disposal Register.
(5) File of Elementary school lists.
(6) Daily order book, to record all matters relating to the clerks and peons on the office establishment, such as leave, appointment, fines and other office orders.
(7) Office journal, to record succinctly and briefly the work and movements of the officer on each day in the year. A Lett's Diary should be purchased for the purpose in the month of December of the preceding year.
(8) Pay abstracts and acquittance roll and file of travelling allowance bills.
(9) Contingent Register (in the form prescribed by the Accountant-General).
(10) Service and private postage stamp account.
(11) Register of teaching, building and furniture grants.
(12) Register of Stationery (in the form prescribed in the Stationery Manual).
(13) Register of printed forms.
(14) Stock list.

64. *Responsibility for the maintenance of registers.*—The officers concerned will be held personally responsible for the correct maintenance of the prescribed registers, and the registers should accordingly be examined by them from time to time and initialled. In the office journal, entries are expected to be made from day to day, and if, from any accident, the entries relating to any day have not been made on the day, an explanatory note to that effect shall be recorded therein when the day's transactions are written up. The office journal should be specially called for and examined by the superior officer inspecting the office of his subordinate officer. Every time a change takes place in the charge of an office, the office journal shall pass to the new officer, the relieving and relieved officers both, signing it on the date of transfer of charge.

65. *Use of service postage stamps.*—Service postage stamps shall not be used by the inspecting officers for communications which are not strictly in the interest of the public or general service. The inspecting officers shall decide what communications are not in the

interests of such service. When private stamps accompany such communications, they shall be used for replies. With a view to ensure that private postage stamps received for replies are used for that purpose, the officers shall enter the words "stamp for reply" at the head of every communication in which such stamps are enclosed. Separate accounts of service and private stamps should be maintained from day to day.

66. *Returns due from inspecting officers.*—In addition to the return of unanswered references (article 62), the following periodical returns are due from each grade of inspecting officers. They should be submitted punctually by the dates prescribed and to, or through, the officers mentioned :—

*From Inspectors and Inspectresses*—

(1) Monthly statement of inspection work.
(2) Monthly return of leave and of transfers and appointments.
(3) Quarterly return of fines and dismissals.
(4) Annual return of valuable stock.
(5) Annual return of verification of service books and record of service.
(6) Annual return of immoveable property.

*From Assistant Inspectors*—

(1) Monthly statement of inspection work, through the Inspector.
(2) Monthly return of leave and appointments.
(3) Monthly return of leave to, and appointments of, board servants, direct to Presidents.
(4) Annual return of valuable stock, direct to the Director.
(5) Annual return of verification of service books direct to the Director.
(6) Annual return of immoveable property.

*From Sub-Assistants and Assistant Inspectresses*—

(1) Monthly abstract of work done and monthly diary, to the Inspector through the Assistant Inspector or to the Inspectresses direct, as the case may be.
(2) Monthly return of leave to, and appointment of, board servants, direct to Presidents.
(3) Abstract of monthly return of Government and board schools.
(4) Annual return of valuable stock, direct to the Director
(5) Annual return of verification of service registers, direct to the Director.
(6) Annual return of immoveable property.

*From Supervisors*—

Weekly duplicate copies of diary to Sub-Assistant Inspectors.

67. *Arrangement of records.*—Inspectors, Inspectresses, Assistant Inspectors and Assistant Inspectresses and Sub-Assistants of Girls'

and Muhammadan schools shall arrange the records connected with each district separately and shall keep a general ledger for the entry of communications of a general nature. Sub-Assistants of Boys' schools shall, similarly, arrange the records of each taluk or division separately as far as practicable. In all subordinate offices, the disposal system of arranging records should be followed. The following papers shall be kept as permanent records:—

(*a*) Proceedings of Government, of the Director and of local boards, and gazettes (to be bound after the close of the year).

(*b*) Important communications, especially those that may be of use in the verification of service registers and pension applications.

(*c*) Registers prescribed in the code, except as directed below.

(*d*) Returns prescribed in the code, except as directed below.

(*e*) Copies of contingent bills.

68. *Destruction of records.*—The following records may be destroyed:—

*After an interval of one year*—

Returns of unanswered references.
Annual returns.
Notices of inspection.
Notices of change of date of inspection.
Applications for employment.
Correspondence connected with transfer certificates.

*After an interval of two years*—

B lists of schools.
Office journal of inspecting officers.
Travelling allowance bills.
District gazettes excepting portions relating to educational matters.
Monthly statement of work done.
Monthly return of leave, appointments, dismissals and fines.
A and E Form applications.
Diaries of Supervisors.
Register of teaching, building and furniture grants.
Miscellaneous returns and accounts.
Correspondence connected with Secondary and Elementary School Leaving Certificates.

*After an interval of three years*—

Consolidated reports on Elementary and incomplete Secondary schools.
Elementary school lists.

*After an interval of five years*—

Inspection reports on colleges and schools.
Proceedings sanctioning scholarships.
Proceedings sanctioning grants.
Proceedings recognizing former managers of schools.

## XV.—BUDGETS, BILLS AND PERMANENT ADVANCES.

69. *Departmental budget.*—Inspectors and Inspectresses shall submit to the Director, by the 1st of August of each year, a budget estimate of receipts and charges for their offices, for the offices subordinate to them and for the institutions under their direct management in the form and in accordance with instructions which may, from time to time, be issued by the Director for their guidance.

70. *Appropriation of budget allotment.*—On receipt of final orders of Government on the departmental budget the details of the provision for each office and institution will be communicated to the Inspectors and Inspectresses, and it shall be their duty to ensure appropriation of the funds set apart for the various purposes to the best possible advantage and in conformity with the rules and regulations of the Department, and to observe all practical economy, without sacrificing efficiency, in expending state money.

71. *Office contingent charges.*—Applications for additional allotments for these should be made in the prescribed form when the sanctioned grant is found insufficient, definite savings being shown to cover the excess applied for. Care should be taken to attach to the bills all the necessary vouchers relating to them. The number of vouchers enclosed should also be given in the bill under the appropriate head. The columns in the bills respecting the allotment for the year and the amount spent out of the allotment should invariably be filled up, and the balance available should be shown, so as to enable the account officer to see that the expenditure does not exceed the grant for the year. Contingent bills for Government schools other than Agency schools are countersigned by the Inspector or Inspectress, those of Agency schools by the Divisional Officer.

72. Money should be drawn only when it is wanted for immediate disbursement.

73. *Travelling allowance bills.*—All inspecting officers shall submit for countersignature, not later than the 15th of the month, detailed bills for travelling allowances for themselves and their establishments; and, as in the case of contingent bills, one bill alone should be submitted for the monthly travelling allowance of the whole establishment, and these bills should not be unnecessarily delayed in the offices of Inspectors, Inspectresses, and Assistant Inspectors. The allowances should, in no circumstances, be allowed to accumulate and be drawn three or four months after the journey has been made. All claims for allowances for journeys made six months before the presentation of the bill either for the establishments of the Inspecting officers or for themselves will, as a rule, be disallowed unless satisfactory reasons are given for the delay. The travelling allowance bills of the Inspectors, Inspectresses, and Assistant Inspectors and Assistant Inspectresses and of their establishments shall be countersigned by the Director and those of Sub-Assistants and their establishments by the Inspector or Inspectress, as the case may be.

74. *Tour advances.*—These are drawn under the conditions laid down in the Civil Account Code, article 137. In no case must a second

advance be drawn before the first is accounted for. Bills for advances to Sub-Assistant Inspectors and Inspectresses must be countersigned beforehand by the controlling officers.

75. *Permanent advance.*—An officer who holds a permanent advance to meet the contingent charges of his office, shall, when he is about to proceed on leave, or is transferred to another station, or is otherwise directed to make over charge of his office, recoup himself of the full permanent advance in the following manner:—

On the last day of the month, the permanent advance should be replenished by drawing on abstract bills the contingent charges advanced for each main head of service; and the same course may be followed when charge of the office is transferred in course of the month, so that the acknowledgment may be for the full amount.

The full permanent advance thus replenished, or where this has not been possible, the cash in hand, together with the vouchers for the balance of advance, shall invariably be handed over by every such officer to the officer to whom he makes over the charge of the office, whether this be his successor designate or any clerk or other officer to whom he is permitted to deliver charge, pending the arrival of his successor. The relieving officer should, at the time of his entering on his duties, demand payment in cash, or, where this has not been found practicable, in cash and vouchers, of the full permanent advance from the officer from whom he takes charge before he sends an acknowledgment to the Accountant-General. On no account will any application from a defaulting officer for writing off a permanent advance be entertained or supported by the Director.

## XVI.—ELEMENTARY SCHOOLS LIST.

76. A list of recognized Elementary schools shall be drawn up annually for his district in the form in appendix V, by each Assistant Inspector, in consultation, for Girls' schools, with the Inspectress, and submitted to the Director in print not later than the 31st May.

The schools shall be arranged by municipalities and taluks, the municipalities being taken first.

77. The lists will be printed at the Government Press and copies supplied to the inspecting officers concerned and Presidents of Local Boards.

78. Assistant Inspectors shall keep, each for his district, a list in manuscript of unrecognized and indigenous schools.

## XVII.—GENERAL REPORTS BY INSPECTORS AND INSPECTRESSES.

79. These will be submitted by Circle Inspectors and Inspectresses in pursuance of orders issued as occasion arises by the Director. The Inspector of European and Training Schools will submit a report annually on each class of schools, and the Inspectors of Schools concerned a report on education in Bangalore and Coorg respectively.

## XVIII.—DISTRIBUTION OF ANNUAL INSPECTION WORK.

80. *Colleges and Secondary and Elementary schools.*—The annual inspection of Colleges and Secondary schools ordinarily vests in the Inspector or Inspectress, but the Inspector may depute the Assistant Inspector to inspect any incomplete Secondary school. The annual inspection of Elementary schools ordinarily vests in the Sub-Assistants and the Assistant Inspectresses of Girls' Schools, but should the work of a Sub-Assistant be found too heavy the Inspector may assign schools to an Assistant Inspector, or may transfer to the Senior Supervisor in the range schools within the jurisdiction of the latter, or may sanction specific transfers of inspection of Elementary schools from one Sub-Assistant to another. With the Director's approval the inspection of incomplete Secondary schools for girls may be delegated to the Assistant and Sub-Assistant Inspectresses.

No such delegation of inspection work as involves increased expenditure on travelling allowance shall be made without the sanction of the Director.

81. *Visits to headquarters.*—Timely intimation should be given to the Director by gazetted officers of all visits to his headquarters (Madras or Ootacamund as the case may be).

82. *Training schools.*—The Circle Inspectors and Inspectresses shall inspect annually all Training schools for masters and mistresses, respectively, in their circles, and shall submit reports of their inspections to the Director. Inspectors shall furnish copies of their reports to the Inspector of European and Training Schools.

83. *The Inspector of European and Training Schools* will visit each Training school for masters about once in two years and submit to the Director a concise report on the general condition of each.

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## XIX.—INSPECTION TOURS.

84. *Inspectors and Inspectresses* shall each draw up a programme for the official year in the subjoined form and submit it to the Director for approval by the 1st March preceding the year to which it relates. It shall be accompanied by two statements, showing the names of schools added and omitted respectively with reasons—

| Month. | Week. | District. | Names of schools to be visited for annual inspection. | Other work proposed to be done. |
|---|---|---|---|---|
| | | | | |

In framing their programmes officers will bear in mind that hurried tours and frequent returns to headquarters are to be deprecated both on administrative and financial grounds. They will also, in making arrangements for visits or tours of inspection or supervision not explicitly included in their annual programmes, take into consideration the budget allotment for travelling allowance. This allotment should ordinarily suffice for the year.

85. Inspectors and Inspectresses shall not, except under special circumstances and with the Director's sanction, visit any district more than twice during any official year. Bangalore and Coorg count as districts under this rule.

86. *Assistant Inspectors* will not draw up annual programmes. Unless an Assistant Inspector has had previous instructions from the Inspector he will on the 1st and 15th of every month intimate to the Inspector where and how he will be engaged for the fortnight following.

87. *Sub-Assistant Inspectors* will submit to the Assistant Inspector and Assistant and Sub-Assistant Inspectresses to the Inspectress tour programmes for the succeeding calendar year—

| Month. | Week. | Taluk. | Number of aided schools posted for annual inspection. | Number of schools proposed to be visited for improvement or with a view to recognition. |
|---|---|---|---|---|

88. *Supervisors* will prepare no annual programmes. Their movements will be directed as occasion arises by the Sub-Assistants.

89. *Anticipation or postponement of time fixed for inspection.*—As a rule the inspection of a secondary or training school shall not be held more than a fortnight earlier than the week fixed in the approved programme of annual inspection, nor shall such inspection be, except under unavoidable circumstances and with the Director's sanction, postponed for more than a fortnight after the week fixed in the approved programme of annual inspection. A week's notice of inspection shall invariably be given to the managers or head of schools.

The same rule applies to the inspection of elementary schools and deviations from it may be sanctioned by the Assistant Inspector.

No alteration of an inspection date, which by modifying the route of the officer concerned involves increased expenditure on travelling allowance, shall be made without the previous sanction of the Director.

90. *Annual inspection in the same month of each year.*—The annual inspection of each school shall generally be held in the same month of each year. One month earlier or later shall, except in very special circumstances, be the utmost limit of deviation.

91. *Work other than annual inspection.*—The programmes of inspecting officers will provide for visits to schools the regular inspection of which is assigned to subordinate officers and for visits in addition to those for annual inspections. Those visits will be for "improvement" and to check the work of subordinate officers. Examinations for teachers' certificates, inspection of subordinates' offices and where possible, conferences will also find place in the programmes.

92. *Establishment to be taken on tour.*—Officers should not ordinarily take more than one clerk, and this not the head clerk, on tour, and in no case when doing so would result in exceeding budget provision. In the case of Assistant and Sub-Assistant Inspectors and Inspectresses more than one clerk should not be taken on tour

without the previous permission of the Inspector or the Inspectress. More than one peon should not ordinarily be taken except by Inspector and Inspectresses.

93. *Posting of schools for inspection.*—The inspection work shall be, as far as possible, evenly distributed over the working months, and the annual examination of secondary and elementary schools, respectively, shall be completed by the end of February and January in each official year. Subject to the above restrictions elementary schools shall be posted for inspection as far as possible in the order in which they appear in the elementary school list.

94. *Time to be spent on tour.*—This is shown in the following table :—

| Officers. | Minimum time on tour. | Exceptions and Qualifications. |
|---|---|---|
| Inspectors and Inspectresses. | Eight months in each year ... | Inspector of the IV Circle and Inspectress of the Central Circle, 6 months. |
| Assistant Inspectors ... | 180 days in each year ... | |
| Sub-Assistant Inspectors. | 20 days in each of February, June, July, August, October, November. 15 days in each of January and December. 10 days in each of March and September. No days in April and May. | The total number of days on tour in a year should not fall below 190. |
| Supervisors of Elementary Schools. | 20 days in each of January, Februay, March June, July, August, September, October and November. 15 days in December. No days in April and May. | The total number of days to be spent on tour must not be less than 63 days in any quarter. The minimum should ordinarily be considerably exceeded. |

NOTE.—In the case of ranges and sub-ranges in which there is any considerable number of schools in, or in the immediate neighbourhood of, the head-quarters station the Sub-Assistant Inspector and Supervisor may, respectively, with the approval of the Inspector, be on tour for less than the prescribed minimum number of days.

(2) The tour days of Supervisors in the Agency Tracts will continue to be regulated by Proceedings Dis. 988, dated 19th February 1910, of the Director of Public Instruction.

(3) The quarter ending 30th June is an exception to the rule that 63 days' touring must be done by Supervisors in each quarter.

(4) The tour days of the Sub-Assistant Inspector of Schools, Nilgiri Range, will continue to be regulated by Proceedings Dis. 754/08, dated 31st January 1908.

95. For the purpose of calculating the mininum period prescribed in the above rule a "day on tour" generally means a day as defined in article 23 of Civil Service Regulations spent away from head-quarters or in a conference of inspecting officers held at whatever place under competent authority. If a Sub-Asssistant Inspector or a Supervisor of schools returns to head-quarters on the same day on which he went out such day shall not be counted as a day of tour for the above purpose.

96. *Rules relating to fixed travelling allowances.*—(*a*) If the number of days spent on tour in a month by a sub-assistant falls short of the

prescribed number but exceeds, or equals 14, 10, or 6 days, in the months for which 20, 15, and 10 days are respectively, prescribed his permanent travelling allowance shall be reduced by one half, unless the special sanction of the Inspector has been obtained; or if the number of days falls below 14, 10, or 6 days the allowance shall lapse altogether.

(*b*) If a Sub-Assistant is in charge of a range for only part of a month, to entitle him to a proportionate part of his permanent allowance, he must have been on tour for such number of days as the Inspector approves as sufficient.

(*c*) A certificate stating the number of days spent on tour shall be attached to the monthly bills on which the permanent allowance is drawn.

(*d*) The above rules do not apply to the Sub-Assistant Inspectors in Madras, the Sub-Assistant Inspectresses of Girls' Schools, the Sub-Assistant Inspectors of Muhammadan Schools, and the Superintendent of Sanskrit Schools.

(*e*) The above rules apply *mutatis mutandis* to Supervisors of elementary schools.

97. *Inspectors and Inspectresses.*—It is one of the duties of the district Assistant Inspector to assist the Inspector in the inspection of complete secondary schools, and the Inspector may also avail himself of the services of any of the Sub-Assistant Inspectors of the range for subjects such as an Indian language which the Assistant Inspector happens not to be competent to deal with. Inspectresses may similarly avail themselves of the services of Assistant and Sub-Assistant Inspectresses, and in exceptional cases and in communication with the Inspectors concerned, of those of Sub-Assistant Inspectors.

The Inspectresses of Girls' Schools and their Assistants and Sub-Assistants may only in exceptional circumstances require the assistance of Supervisors of elementary schools in inspecting girls' schools and then only in communication with the Inspector of the circle.

98. *Assistant Inspectors* should not usually need assistance in the inspection of the incomplete secondary schools assigned to them. In cases of necessity such as that specified above they may make use of the services of a Sub-Assistant of the range or of the Supervisor of the sub-range in which the school is situated.

99. *Sub-Assistant Inspectors.*—When the Supervisor is present with the Sub-Assistant at an annual inspection he may take such share in it as the Sub-Assistant assigns to him.

100. *Communication of sanctioned programmes.*—Inspectors and Inspectresses shall communicate to Assistant and Sub-Assistant Inspectors and Inspectresses respectively their sanctioned programme of annual inspection and the probable date on which they may require assistance, in order that the latter may arrange their tours so as to render the assistance sought with the least possible deviation from their own programmes.

101. *Subordinate Officers' inspection work not necessarily synchronous with Inspectors'.*—When a subordinate officer cannot attend a school at the time of the Inspector's or Inspectress' visit, he may perform such part of the inspecton as is entrusted to him at any time within a fortnight of such visit. He shall immediately report the results of his inspection.

## XX.—THE SCOPE AND METHOD OF INSPECTION AND INSPECTION REPORTS.

### A.—Rules applicable to all Schools.

102. Officers should so conduct themselves in a school that their behaviour may be a model for the teachers. They will consequently be as considerate of the feelings of teachers and pupils as of their own dignity and avoid manifestations of impatience and dissatisfaction. They will on no account smoke or chew betel during inspection.

103. In examining pupils they should similarly seek to make their work a model of good school method and be on their guard against obscurity and repetition in questioning.

104. Officers must be on their guard against postponing to the examination of the pupils, investigation into the condition and adequacy of the accommodation and apparatus, staff, sanitations, moral tone,* provision for physical training, library and registers. These are all antecedent conditions of good teaching work and demand the first attention of an inspecting officer.

105. *Utilization of grants-in-aid.*—Inspecting officers should take care to note any case in which a building for the erection or extension of which a grant-in-aid had been given is being diverted from the educational purpose for which the grant was given. They should also carefully check the utilization of grants-in-aid of the purchase of furniture, apparatus, maps and books.

106. The attention of all inspecting officers is drawn to the following extract from the Government of India Resolution on Education (1904) :—

"Inspecting officers should be much more than mere examiners. "They should not only judge the results of teaching, but should guide "and advise as to its methods; and it is essential that they should be "familiar with the schools in their ordinary working conditions. The "work of the schools should be defined with reference rather to the "courses of instruction followed than to the examinations that have to "be passed and rigid uniformity either in the arrangements of "subjects or in the classification of scholars should be avoided, free "play being given to the proper adaptation of the working of the "schools to their local circumstances."

107. *Relations of inspecting officers with managers.*—Cordial co-operation of inspecting officers with the managers is essential for the welfare of the schools. Great care should be taken to aviod all appearance of dictating orders to managers or teachers in non-departmental schools. It should be made quite clear that attention to suggestions and remedying of defects (within reasonable limits) is a necessary condition of continuance of recognition or aid. Failure on the manager's part to co-operate with the department is no reason for anger or discourteous words.

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* *See* Appendix III.

108. *Criticism of teachers.*—No teacher should be criticised in the presence or hearing of pupils. No teacher of a school under private management should ever be reprimanded by an inspecting officer. If an officer sees signs of slackness or incompetency on a teacher's part his obvious duty is to bring it to the notice of the manager.

109. In order that criticism may be constructive it is essential that a general survey should be made of the organization of the school as a whole. A certain period of each inspection should be devoted to *watching* the teachers and pupils at their customary work in their customary places according to the time-table in force.

110. *Criticism of methods.*—Caution should be exercised with regard to criticism of methods. They should be judged by their results; originality and independent thought should be encouraged and teachers induced to abandon methods which are obviously unprofitable by being made to think about them rather than by any arbitrary pronouncement of opinion on the inspecting officer's part.

111. *Caution necessary in judging teachers.*—Before pronouncing a teacher to be incompetent to handle a subject the inspecting officer should carefully watch his teaching and its results and record his impressions. Very often it will be wise to defer a final judgment till a second visit.

112. *Inspection conference.*—A conference should be held with the staff at the close of inspection.

113. Inspections should always be conducted with reference to the remarks and instructions made on previous occasions by the inspecting officer or his predecessors. It is only if this is the case that the series of reports on a school will constitute a body of consistent and cumulative criticism which may be expected to be of material assistance in the school's development.

114. The text-books in use should be carefully examined with a view to preventing the use of books not on the approved lists. It should be borne in mind that the list of books appoved for use in schools under public management is distinct from the general list. Officers should also consider whether the choice of books from these lists is suitable for the school and class.

## B.—Rules applicable to Elementary Schools.

115. *Place and time of inspection.*—Every inspection shall be held in the school premises unless the manager expresses in writing his desire that it should be held elsewhere, and supports his request by adequate reasons. In this case the school premises should be inspected immediately after the rest of the inspection is completed. The inspection of schools usually held in the day should in no case be begun after 4 P.M. or continued after 6 P.M. and the usual intervals should be allowed for meals, recreation, etc. Only schools that habitually meet on Sunday shall be inspected on that day. Schools held at night time should be inspected during their usual meeting hours unless the manager expresses in writing a wish to the contrary.

116. *Time-tables and curricula.*—A careful scrutiny of the time-table and curriculum forms an important part of every inspection.

While it is obvious that many managers and teachers will require much guidance and advice in these matters, careful attention should be paid to the restrictions placed on the authority of inspecting officers in the last chapter of the Scheme of Studies for Elementary Schools. It is obviously better that a time-table and curriculum should be developed gradually and naturally in accordance with local needs and circumstances and under the sympathetic guidance of inspecting officers than that a school should be suddenly forced to adopt a time-table and curriculum for which there has been no preparation or for which no need is yet felt. It is impossible to expect and unreasonable to demand sudden changes on an extensive scale.

117. *Exclusion or inclusion of particular subjects.*—Great caution should be observed in recommending the exclusion or inclusion of any particular subject. Such recommendations must not only have reference to local needs and circumstances but must be based on a careful scrutiny of the curriculum as a whole. The fact that a certain subject is useful does not necessarily justify its inclusion in the curriculum.

118. *Adequacy of teaching staff.*—In deciding whether the number of teachers is inadequate or excessive for the purposes of grant the recommendations of rule 81 of the Madras Educational Rules should be adopted as a standard, but compliance with these recommendations should not be rigidly enforced and due consideration should be paid to circumstances. It should be distinctly understood that no manager should ever be asked to dismiss a teacher on the ground that he or she is not required. The utmost that can be done is to declare the teacher ineligible for grant.

119. *Teachers to be sent for training.*—Each inspecting officer should keep a list of uncertificated teachers who are young enough to be sent for training. Regarding these teachers a mere vague remark in the report that they should undergo training is inffective and unnecessary. No reference need be made in the report to the presence of unqualified teachers unless they fail to undergo training when a special request has been made to this effect in writing (the particular year being mentioned). Each Inspector should see that timely and suitable arrangements are made each year for selecting from the list of uncertificated teachers those who are most fit to undergo training. It should further be borne in mind that the presence in a school of untrained teachers who ought to be trained is a reason for some reduction of grant under Grant-in-Aid Code, rule 16, para. 2.

120. *The Teachers' attendance register.*—The teachers' attendance register will always require special scrutiny and its proper maintenance should be one of the main conditions of aid. If an inspecting officer suspects that a person included by the manager in the list of teachers is not a bona fide teacher he should make full enquiries and submit the results of his enquiries with a written statement by the manager as an enclosure to his monthly report.

121. *Time of employment of teachers.*—The exact period during which each teacher not employed for the full year has actually served in the school and brief notes on any teachers who are judged to be

incompetent or superfluous should always be entered on the form prescribed in Appendix C of the Grant-in-Aid Code. No manager will be expected to take action on an inspecting officer's recommendations regarding staff or curriculum until receipt of the Inspector's review on the report in which these recommendations are made.

122. *Examination of pupils.*—In addition to the general survey of the organization of the school, the scrutiny of time-table and curriculum and the giving of model lessons, a certain amount of examination will be necessary in all annual inspections. In examination the inspecting officer's aim should be to find out the strong and weak points of the teaching and not to puzzle the pupils. His questions should be models to the teachers. His interest and sympathy with the pupils should be manifest. He will often find it useful to ask the teacher to examine the boys in his presence.

123. *Relations of inspecting officers with parents.*—The inspecting officer should always try to meet the leading residents of the locality after inspection to discuss school affairs. He should endeavour to establish and maintain friendly relations between the teachers and parents by pointing out ways in which they can help one another.

124. *Interschool games and athletic competitions.*—Games of all kinds should be encouraged and the desirability of competitions between different schools of the locality as a means of establishing *esprit de corps* should be emphasized.

125. *The inspection book.*—In the inspection book—to be maintained in all Elementary schools—the following entries should be made subject to the proviso noted below under (*c*) :—

(*a*) Chief defects noted at inspection,
(*b*) Definite suggestions for remedying these defects,
(*c*) A general opinion on the work of the school as a whole,
(*d*) Whether an increase or decrease of grant will be recommended.

The following points should be carefully noted in connexion with the inspection book :—

(*a*) All remarks should be *concise, clear, definite, courteous* and in the vernacular with which the headmaster is best acquainted. To convey much information clearly in a few words should be the aim of each officer.

(*b*) In each inspection book the pages should be numbered. It should be understood that a school where the inspection book containing the record of the last inspection is not produced is liable to loss of grant.

(*c*) In schools where the manager is not a teacher no entries should be made in the inspection book regarding defects in staff, accommodation or appliances. No allusion should be made to increase or decrease of grant. In such schools inspecting officers should be most careful to avoid saying, doing or writing anything that would tend to diminish the teachers' respect for their manager and the manager's authority over his teachers.

(*d*) It is by no means necessary to enter remarks in the inspection book according to all the headings of the form for results of inspection of an Elementary school. Only defects should be specifically noted.

(*e*) The inspection book is also intended for the Supervisors' remarks. Great care should be taken to avoid any appearance of conflict of opinions as between Supervisors and superior inspecting officers. The Supervisor should as a rule confine himself to pointing out how far the suggestions of superior officers are being attended to—and any suggestions made by him should be on the same lines and in accordance with instructions or advice given to him by superior officers.

126. *Conference with the staff.*—At the conference with the staff at the close of the inspection the recommendations made in the inspection book should be explained and amplified.

127. *Report of inspection of elementary schools.*—A report in the prescribed form on the annual inspections held during the preceding month should be submitted by the 15th day of each month to the immediately superior officer who will submit it without delay to the Inspector or Inspectress.

Extracts from this report should at the same time be communicated to the managers of the schools inspected (whether under public or private management) provided that they are not also teachers in these schools. In the latter case no separate report need be sent. The remarks in the inspection book will suffice.

The Inspectors and Inspectresses will review all monthly reports and any remarks made by them on the result of any particular school should be communicated to the manager concerned unless it is obvious from its purport that it is intended for the inspecting officers only.

The entries made in columns (*g*) and (*f*) of the form prescribed should be very concise but of such a nature as to give superior officers and managers a clear idea of the method and results of inspection and to explain any increase or decrease that may be recommended in the grant. If the defects include fraud or irregularity and are so serious as to justify in the officer's opinion a decrease of more than 25 per cent a separate report should be submitted. Defects in the staff should be so reported that the Inspector may be able to pass final orders without asking for further information, e.g., if the staff is considered inadequate with reference to the number, qualifications or competency of the teachers the qualifications and experience of each of the members of the staff should be specially noted. Similarly in the case of defective accommodation or appliances it should be remembered that the Inspector cannot pass orders without a concise but clear account of the existing condition of things.

128. *Visits for "improvement".*—In addition to the annual inspection it is hoped that other visits will be paid to most if not all Elementary schools during the year. The dates of these visits should not as a rule be communicated to managers beforehand. The special aim of these other visits should be to see the school in its normal condition without special preparation for inspection, to note what attention is being paid to the suggestions made at annual inspection and if necessary to supplement these suggestions. As the grant is not assessed on the results of these other visits a detailed investigation of the working of the school will not as a rule be

required. The Inspecting officer will be able to devote special attention to special points and to spend more time in the giving of model lessons and in *watching* the working of the whole school than will as a rule be possible at the time of annual inspection. Any very serious defects noted at these visits should of course be taken into consideration when the grant is finally assigned. They will be recorded in the inspection book as well as in the inspecting officer's diary and abstract of work, but will find no mention in the monthly reports described in article 127.

## C.—Rules applicable to Secondary Schools and Training Schools.

129. *Place and time.*—Inspections should invariably be held in the school premises and ordinarily on the usual school days and within the usual school hours.

130. The instructions on pages 2 and 3 of the inspection report form should be carefully attended to.

131. *Submission of report.*—Inspectors and Inspectresses will submit to the Director, and Assistant Inspectors to the Inspector a report in the prescribed form, of each annual inspection, within a month of the conclusion of it. They shall forward at the same time a copy of the report to the correspondent of the school.

132. *Scope and method of inspection.*—The scope of the inspection of secondary and training schools is indicated by the report form for each. It is not desired that all officers should for all schools follow a prescribed method in inspecting. Inspection proper, observation of teaching, examination, oral and written, of pupils, conferences with teachers will in varying proportion enter into the procedure of every inspection. It is important that the examination of pupils should be used as a means to the end of estimating the efficiency of the teaching and not viewed as an end in itself: the maintenance of pupils' secondary school-leaving certificates * and the system of marking in school will need particular attention and the Inspector should spare no efforts in checking the working of the latter by comparing its results with those of his own observation of the progress of individual pupils. He will similarly check some of the entries as to special aptitudes and character.

133. *Comparison of inspection results from year to year.*—The inspection report form no longer provides for entries as to the action taken on remarks in previous reports, because it is taken for granted that each inspection will be carried on in the light of the record of that preceding it. This is of the essence of "constructive" inspection work and inspection reports should show clearly that the inspecting officer is seeking to build on his own or a predecessor's foundations.

134. *Length of inspection reports.*—The remarks under table (*m*) in the report form for secondary schools are apt to be unnecessarily

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* See Appendix VI.

detailed. They should no doubt indicate the kind and extent of constructive work done by the inspecting officer but need not contain all the advice given to the staff. This should be largely noted by the latter at the conference at the end of the inspection. They should not be wholly dependent on the report for a record of it.

### D.—Rules applicable to European Schools.

135. The above rules will apply to the inspection of European schools except in so far as their inspection is regulated by the Code of Regulations for European schools and the inspection report form.

Inspection reports on all European schools are submitted to the Director.

### E.—Rules applicable to Colleges.

136. Only such colleges or college departments as do not provide instruction up to the standard of a university degree should be inspected and these only with a view to report on receipts and expenditure, qualifications and pay of staff, number and classification of students, accommodation, sanitation, furniture, apparatus and appliances, observance of university rules as to admissions and withdrawals of students, registers, discipline, dress and tone.

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## XXI. DUTIES OF INSPECTING OFFICERS IN RELATION TO THE SCHEME FOR SECONDARY SCHOOL-LEAVING CERTIFICATES.*

137. In addition to the inspection of the working of the scheme (article 132) Inspectors and Inspectresses have certain specific duties to perform in relation to it.

138. *Issue of certificates.*—Certificate forms will be issued through Inspectors and Inspectresses only, and only to correspondents and headmasters. No issue will be made except against a treasury receipt for the value of the forms required at As. 5 each.

Before issuing a certificate the officer should be careful to sign it and to fill in designation of the circle.

No second certificate form shall on any account be issued to a pupil without the sanction of the Board.

139. *Endorsement of Inspectors and Inspectresses.*—These are only to be made when necessary by way of adverse comment upon the award of school marks, e.g., that they are based entirely upon formal written examinations. The same endorsement should consequently appear on the certificates of all the pupils of a school or of a form in a school. Since officers are not in a position to check effectively all the certificates in a school with a view to deciding on the relative value of the marking in each, endorsements on individual certificates are as a rule inadmissible.

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* See Appendix VI.

## XXII.—INSPECTION OF SCHOOLS IN THE AGENCY TRACTS.

140. *The Inspector of Schools, First Circle.*—The Inspector of Schools, First Circle, shall visit each year one of the agencies in the circle, the districts of Ganjām, Vizagapatam and Gōdāvari being taken in order, and inspect and examine about a fourth of the total number of Government schools in the Agency.

141. *Assistant Inspectors.*—The Assistant Inspectors, in Ganjām and Vizagapatam, shall visit in alternate years the schools in the Ganjām and Vizagapatam hill tracts, and the Assistant Inspector in Gōdāvari shall visit each year a portion of the agency tracts of Gōdāvari and inspect and examine about one-half of the total number of Government schools in the district, not including schools proposed to be examined by the Inspector. Different schools should be taken year after year.

142. *Sub-Assistants.*—The Sub-Assistant Inspectors shall inspect and examine each year all schools not proposed to be examined by the Inspector or by the Assistant Inspector.

143. *Girls' schools.*—Girls' schools in the agency tracts, which the Inspectress or her Sub-Assistant cannot examine shall, on a requisition from her to the Inspector through the Director, made before the 30th April, be inspected and examined by the Assistant or the Sub-Assistant Inspector in his annual tour.

144. *Special programme.*—A special programme shall be submitted by the Inspector for each agency before the 15th May showing the names of schools proposed to be inspected and examined by himself, the Assistant Inspector and the Sub-Assistant Inspectors, and the month and week fixed for examination, for communication to the Agents and Superintendents of Hill schools concerned.

145. *Special reports.*—A special brief report shall be submitted to the Director by the Inspector before the 1st of August of each year on the progress of the schools in each agency during the previous official year, together with suggestions for the further development of elementary education in the special tracts. A copy of the report shall be forwarded at the same time to the Agent for information.

## XXIII.—INSPECTING OFFICERS AND THE GENERAL ADMINISTRATION OF LOCAL BOARDS.

146. *Duties towards local boards.*—Inspecting officers shall render every assistance possible to local boards in matters of educational administration, furnish them with all necessary advice and information, recommend qualified candidates for employment as teachers in board schools, and in all possible ways co-operate with them in the spread of elementary education.

147. *Inspecting officers as members of local boards.*—It is desirable that every local board should have an inspecting officer as a member, so that it may command the views of an experienced officer whenever

any important educational question is discussed. Inspecting officers should, therefore, accept a seat on a board when it is offered to them. Whenever an educational officer vacates the membership of a board owing to his transfer or any other reason, endeavour should be made by the Inspector to secure the vacancy for the new incumbent of the office. Even when they are not members, Assistant Inspectors or Sub-Assistants should endeavour to be present at board meetings, especially at meetings at which budgets or important educational questions come up for discussion and if permitted by the President should offer advice on such matters.

148. *Presence at Board meetings.*—It shall be the duty of the inspecting officers, who are members of local boards, to be present at all meetings in which important educational questions are under consideration, and at such other meetings as they can attend without seriously interfering with the approved programme of annual inspection.

149. *Position of Inspecting officers on local boards purely official.*—The position of an inspecting officer on a board is purely official and representative, and it is therefore his duty to expound the policy of the department to the board when it is misunderstood.

150. *Procedure when the views of an Inspecting officer are not in accord with those of his superior officer.*—Whenever an inspecting officer has reason to believe that his views on any matter are more or less not in accord with those of his superior officer, he shall let the board clearly understand that his views are not those of his superior officer, state what the views of his superior officer are, and advise the board to obtain the opinion of his superior officer before a decision on the question at issue is arrived at.

151. *Responsibility for the management of Board schools.*—Board schools are under the control of the inspecting officers only in the sense that they are inspected and reported on by them, that the officers have to be consulted in the appointment of teachers, and that the correspondence passes through them. But the entire responsibility for the management of such schools and for their maintenance in good condition rests with the boards themselves, *and inspecting officers must avoid anything like dictation either to local boards or to teachers serving under such boards*

152. *Visits to Chairmen and Presidents.*—Sub-Assistant Inspectors and Inspectresses, Assistant Inspectresses and Supervisors should make a point of visiting from time to time Chairmen of Municipal Councils and Presidents of Local Boards in order to keep them thoroughly informed as to the condition of the elementary schools maintained by the Council or the Board, as the case may be, and of other recognized schools in the locality.

Inspectors and Assistants should impress upon all Sub-Assistants and Supervisors the importance of their duty in this respect.

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## XXIV.—ADMINISTRATION OF BOARD SCHOOLS.

153. Although inspecting officers do not control local board schools they have certain administrative powers and duties in relation to them. (Extract from the Local Fund and Municipal Account Codes will be found as Appendices VII and VIII.)

154. *Casual leave to teachers in Board elementary schools.*—This may be granted subject to the limitations laid down by Government, and any rules made by a Board, by Sub-Assistant Inspectors.

155. *Other leave to teachers in Board elementary schools.*—Leave under the Civil Service Regulations (other than casual leave) not exceeding one month at a time may be granted to teachers in Board elementary schools by Sub-Assistant Inspectors.

156. *Casual leave to teachers in Board incomplete secondary schools.*—Casual leave to teachers in Board incomplete secondary schools may be granted, subject to the conditions laid down in article 154 by Assistant Inspectors.

157. *Other leave to teachers in Board incomplete secondary schools.*—Leave under the provisions of the Civil Service Regulations (other than casual leave) to teachers in Board incomplete secondary schools for a period not exceeding one month at a time may be granted by Assistant Inspectors.

158. *Acting arrangements in Board elementary and incomplete secondary schools.*—Acting arrangements consequent on leave granted by them may be made by Sub-Assistant or Assistant Inspectors, as the case may be, provided that no increased charge is incurred, and that the acting allowances are in accordance with the provisions of the Civil Service Regulations.

159. Sub-Assistants and Assistants shall forward for the information and formal approval of the Presidents of Local Boards, a consolidated statement of leave and appointments for each month by the third working day of the succeeding month.

160. *Holidays in Board schools.*—The total number of holidays recommended by inspecting officers, when consulted by Local Boards or Municipal Councils regarding holidays for elementary schools under the management of these bodies, should not exceed the number prescribed for Government schools.

161. *Duties of educational officers in regard to revenue from and expenditure on Board schools other than municipal schools.*—(*a*) *Revenue*—(1) Assistant Inspectors will check the monthly fee account and treasury receipts for remittances, received from headmasters of secondary schools, and forward them to the President of the Local Board with such remarks as the scrutiny of the accounts may suggest.

(2) Sub-Assistants will receive similar accounts from headmasters of elementary schools having higher standards than the third and forward them to the President. They will also on their tours of inspection, check the school fee receipts in elementary schools with the entries in the admission and attendance registers and will submit along with their monthly diaries a statement specifying the schools visited and the monthly fee accounts verified, bringing to notice any discrepancies or irregularities.

(3) Supervisors will render any necessary assistance in this work to Sub-Assistants.

(b) *Expenditure.*—(1) Sub-Assistants will receive from headmasters of elementary schools pay bills in triplicate and shall after careful scrutiny prepare consolidated bills for each taluk and forward them to Presidents of Local Boards by the 10th of the month to which the bills refer. House-rent and fixed contingent allowance, if any, should be drawn in these bills along with the pay.

(2) They will also receive separate bills for fluctuating contingent charges and travelling allowances and forward them to the President.

(3) Supervisors will render any necessary assistance in this work to Sub-Assistants.

162. Inspectors or Assistant Inspectors will receive from headmasters of secondary schools duplicate copies of salary bills which they will countersign and forward to the audit office. These bills should be clearly marked "Duplicate, not payable at Treasury."

Local Fund Code, Articles 162, 165.

163. Sub-Assistants will also receive from headmasters of elementary schools quarterly statements of receipts and charges. They will, after scrutinizing the statements with the duplicate copies of bills and accounts with them, consolidate them and forward the consolidated statement to the Treasury Officer through the President of the Local Board for verification enclosing the originals for reference.

Local Fund Code, Articles 36, 37.

164. *Similar duties of officers in relation to Municipal schools.*—Salary and contingent bills of Municipal schools should be countersigned by the Inspector of Schools in the case of complete secondary schools, by the Assistant Inspector in the case of incomplete secondary schools and by the Sub-Assistant Inspector in the case of elementary schools. These bills can, however, be paid without the countersignature of the educational officer concerned, provided they are prepared by headmasters, in duplicate, the original being presented for payment and the duplicate marked distinctly "not for payment" being sent to the educational officer concerned for countersignature and transmission to the municipality.

Municipal Account Code, section 257.

## XXV.—CORRESPONDENCE WITH LOCAL BOARDS.

165. *Correspondence of Inspectors and Inspectresses with Presidents of Local Boards.*—Inspectors and Inspectresses shall correspond with Presidents of District Boards and Chairmen of Municipal Councils on questions of general policy or principle, and on all matters of administrative detail relating to schools under their immediate control. Whenever Assistant Inspectors are required specially to report on any of the questions referred to above, their communications shall be forwarded through the Inspector.

166. *Correspondence of Assistant Inspectors direct with Presidents of Local Boards.*—An Assistant Inspector may correspond direct with the Chairman of a Municipal Council or with the President of a District

Board or, under the general control of the District Board, with the Taluk Board or Union Panchayat, upon the following subjects :—

(i) Leave on behalf of teachers in board schools under his direct supervision in cases where it is not in his power to grant it, and routine matters relating to pay and pension.

(ii) Correspondence relating to the appointment, transfer, punishment and dismissal of board servants employed in schools under the supervision of the Assistant Inspectors, as well as that relating to the supply of improved apparatus and of books and the provision of suitable library and accommodation.

(iii) Matters of a routine and statistical character, such as salary bills, book accounts, contingent bills, indents for postage stamps, printed forms, etc., monthly returns of schools and applications recommending schools for admission to examination, so far as all these relate to schools under their supervision.

167. *Correspondence of Assistant Inspectors through the Inspectors.*—Correspondence affecting permanently the status of schools under the supervision of Assistant Inspectors, papers relating to the sanction of grants either by the Inspector or the Director, and any general matter concerning the administration of such schools, shall ordinarily pass through the Inspectors. In cases of emergency, and when the Inspector is at a distance, the communications may be sent direct, but copies of such correspondence should be submitted to the Inspector for information, and, if necessary, for approval.

168. *Correspondence of Sub-Assistants with Presidents of Local Boards.*—These officers may correspond direct with Presidents of Local Boards on matters relating to elementary schools ; on all other matters in so far as they are permitted by Presidents to do so ; they should correspond through the Assistant Inspectors.

169. *Communications with Municipal Councils.*—Communications addressed to municipal councils should be sent through the Collectors concerned, except in the case of purely routine matters, such as reminders, calls for statistics, etc., which may be sent direct to Chairmen of municipal councils.

170. *Form of address.*—Since the relation of inspecting officers to local boards is merely that of advisers on educational matters, all communications between such officers and local boards shall be in the ordinary letter form. Papers transmitted to Presidents and Chairmen without any covering letter should be endorsed "forwarded."

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## XXVI.—LOCAL FUND BUDGETS, BILLS AND ACCOUNTS.

171. *Local Board budgets.*—These are prepared in pursuance of instructions issued annually by the Director, by the Inspectors concerned for the Corporation of Madras, and for the Nilgiris and for all other local boards by the Assistant Inspectors who submit them to Inspectors for despatch direct to the Presidents and Chairmen concerned. The figures for girls' schools are obtained from the Inspectresses concerned.

172. *Appropriation of budget allotments.*—Immediately on receipt of the orders of Government on the local board budgets, inspecting officers

shall communicate with all local boards on such matters as require prompt attention, such as the erection of school buildings, selection of teachers for training, the organization of sessional schools, the abolition of establishment of any local board schools, etc. They shall also see that the full allotments sanctioned for grant-in-aid are expended. If, for any reason, any material saving is expected or foreseen in the sanctioned grant under any budget head, proposals shall be forwarded in time for the utilization of the savings, before the close of the year, on educational objects standing over for want of funds.

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## XXVII.—INSPECTING OFFICERS AND PRIVATE EDUCATIONAL BODIES.

173. It is the duty of officers of the department to encourage private effort in education, and to do all in their power by judicious advice and timely information to direct it into profitable channels. It is also their duty to discourage by all legitimate means the opening of unnecessary schools in a spirit of mere factious competition.

174. *Conferences.*—Under the orders of the Director, Inspecting officers may hold conferences of managers of schools and others interested in education, with a view to mutual benefit and to elicit public opinion on important educational matters.

175. *Correspondence.*—All correspondence from managers or heads of first-grade colleges shall be addressed to the Director. Correspondence from managers of all other institutions or their authorized agents shall, in the first instance, be addressed to the inspecting officers on whom the duty of conducting the annual inspection and examination of the institutions concerned devolves under the Code. All correspondence from and to inspecting officers shall be with the recognized manager or his agent or local correspondent approved by the department. Heads of institutions who are not managers or their authorized agents shall not address Inspecting officers direct, except in cases of emergency and under the general or special permission of managers, and inspecting officers shall not address them direct except in cases of emergency.

176. *Form or mode of address.*—All communications from managers or their agents to officers of the department will be by letter. Inspectors, Inspectresses, Assistant Inspectors, and Sub-Assistants, when corresponding with managers of colleges and schools not under their inspection, and Supervisors, in all cases, shall use the letter form of address. Whenever any orders are communicated, the memorandum form may be adopted, such correspondence being treated as merely passing through the inspecting officers. Similarly, when any information is called for from a private manager by the Director or by a superior inspecting officer, subordinate officers may endorse the information on the same and submit the communication as an original reference. To facilitate business officers may call for information by endorsement, asking for it as a favour, from their superiors and from managers of institutions not under their inspection; but this form of address must be used with discretion and tact so as to avoid giving offence.

## APPENDIX I.

PROCEEDINGS OF THE DIRECTOR OF PUBLIC INSTRUCTION, C. 435 OF 1912, DATED 19TH JANUARY 1912.

Reports of delivery and assumption of charge by officers in offices and institution which are not directly subordinate to the Director are at present submitted to this office through the proper channel generally long after the event. This course not infrequently entails great delay in the transmission of the reports and causes some inconvenience to this office—especially when the transfer of charge does not take place strictly in accordance with the orders sanctioning the appointment, leave, etc., as the case may be, and the officer concerned has, e.g., submitted an application for an extension of his leave and the acting incumbent consequently continues to be in charge. In view to avoid such delays the Director resolves to issue the following instructions on the subject :—

(1) Copies of reports of transfer of charge in the case of officers in offices and institutions which are not directly subordinate to the Director, but whose appointments vest in him should be submitted to the Director as far as practicable on the date on which such transfer or assumption of charge takes place and at the same time that the original is submitted to the immediate superior.

(2) In the copies of reports so submitted the number and date of the Director's Proceedings or any other authority under which the transfer of charge was effected, the reason for the transfer, the date and time (forenoon or afternoon) of the occurrence, and any other useful information should be briefly given, separate communications being made in regard to transfers of charge which take place under different orders.

(3) The original report submitted to the immediate superior which should invariably state whether a copy has been submitted direct to the Director need not be sent on to this office, but in cases where, for instance, the joining time has been exceeded, or there is any other irregularity in the matter, such as overstayal of privilege or other leave the immediate superior concerned should forthwith bring the irregularity to the notice of the controlling officer through the proper channel.

(4) Copies of the reports referred to in (1) *supra* shall be submitted as indicated below :—

| | |
|---|---|
| In the case of Supervisors ... | By the Sub-Assistant Inspector of the Range. |
| In the case of Assistant and Sub-Assistant Inspectors. | By themselves. |
| In the case of teachers, etc., in schools including Headmasters or Head-mistresses. | By heads of the schools concerned. |

(5) The reports should be submitted by means of post-cards, covering letters should invariably be dispensed with.

## APPENDIX II.

Extract from Proceedings of the Director of Public Instruction, C. 1020 of 1909, dated 15th February 1909.

The Supervisor will, at the beginning of every month, take instructions from his Sub-Assistant Inspector as to the work he is to do during the month. If, in any range, the work of the Sub-Assistant laid down for the year is found too heavy for a single officer, he may propose the transfer to the senior Supervisor in the range of a number of schools within the jurisdiction of the latter. The work of the Sub-Assistant and that of his Supervisors in the range should be so arranged that they duly supplement each other and are thoroughly co-ordinated. The Supervisor's duties will also be of a pioneering nature. He will form the connecting link between the department on the one hand and the villages on the other and start and organize village schools. He will also carry out the suggestions that have been made for improvement by his superior officers. In special cases when relief to his Sub-Assistant is necessary, he may be entrusted with the annual inspection of schools.

The Supervisor should not be considered so much as a subordinate officer holding a subordinate charge in a defined locality, but as a member of the Sub-Assistant's office going out to do what executive work is assigned to him by the Sub-Assistant Inspector. It is in consequence of the intention to view the range and its work as a whole, and not as composed of one or more sub-ranges, each with a Supervisor, that in defining the Supervisor's charge the principle of equalization has not been allowed to override that of administrative homogeneity.

4. The Supervisor's correspondence work will practically disappear. The preparation and submission to the authorities concerned of monthly returns, pay bills, etc., relating to schools under public management which is now done by Supervisors will be done by Sub-Assistant Inspectors instead. The Supervisors being, so to speak, on the Sub-Assistant staff will not need to correspond officially with him. He need not keep a register of letters received or despatched nor need he, except in special cases, keep office copies of communications emanating from him. The unofficial system of correspondence similar to what is obtaining in the Police department should be freely resorted to, that is to say, the Sub-Assistant should send his communications in original to the Supervisor who in his turn without keeping a copy either of the communication or his reply, will return the original with his reply added to it. If the superior officer who receives such a reply considers further information necessary, he will return the same paper with further remarks and the Supervisor's reply will form the next link in the chain, the original paper again going back to the officer from whom the correspondence emanated. The only record which the Supervisor need keep is a good-sized note-book, wherein he should note down, with carbon paper placed below for a duplicate, the work done by him for the day, information in regard to the schools inspected by him and any other matter which may be required for future reference. One or more *complete* pages should be allotted to each day and should all be dated. On the last day of each week, the Supervisor should submit to the Sub-Assistant Inspector, the duplicate copies of his diary for the week. Such a course, while dispensing with the submission by the Supervisors of any monthly returns and reports, will place much useful information ready to hand in the Sub-Assistant's office and will go far to minimise references to the Supervisor.

## APPENDIX III.

### Moral Instruction in Elementary Schools.

According to the recently published scheme of studies for Elementary schools, ability to answer simple questions on the most elementary and essential rules of conduct will be required of pupils who are completing their course in these schools.

Instruction in these rules, where it is not systematically given in connection with the religious instruction, will be for the most part indirect. Opportunities for impressing the essential truths may be and, it is hoped, will be found in Reading Lessons, History, etc. It is not intended to publish any syllabus of moral instruction still less to prescribe any Text Books on the subject. It will be left to the teacher's discretion to supplement these essentials in accordance with what they consider to be the interests of the school and the pupils. It is also desirable that the main points to be impressed by direct or indirect moral instruction should be summarized and committed to writing in a set of simple and concise rules. The drawing up of these rules will be left to the teachers and managers concerned who will choose the language and regulate the amount of detail with due reference to the age of the pupils and circumstances of each school. Some may put them in the form of a catechism and others in the form of simple homely proverbs. In any case it is important that these written rules should be exposed in each school in a conspicuous place—that the pupils should commit them to memory and that the teachers should frequently illustrate them in the course of school work by stories, pictures, familiar sayings, etc.

2. It should be the aim of each teacher to see that the children are brought up in habits of cleanliness, punctuality, good manners and language and to impress on them the importance of cheerful obedience to duty—of patience—of consideration and respect for others—of honour and truthfulness in word and act—of temperance, courage and perseverance—of kindness towards all living creatures but especially to those weaker than themselves. The need for politeness and respect to elders and superiors should be impressed. The rules should insist on the invariable use of some honorific form of address by pupils when speaking to teachers and on a respectable salute being made when teachers are met by pupils in or out of school. It will be found natural in most cases to base instruction on the relations of child and parents—and to advance therefrom to the relations of the child to his family—his teacher—his class mates and friends—and society at large as represented by the residents of the locality.

3. Whatever efforts may be made to stimulate the moral sense by instruction whether direct or indirect, it should always be remembered that example is more efficacious than precept and that the tone of the school depends largely on the personal character and conduct of the teachers.

4. With religious teaching the department is in no way concerned and inspecting officers will be asked to be most careful to avoid trespassing in this sphere. There will be no danger of this so long as questions are put by them with the sole aim of testing the pupils' remembrance and understanding of these rules.

At the same time it should be understood that the instructions given above are not intended to encourage the treatment of moral instruction as a subject separate from religious instruction in schools where the latter kind of teaching is possible. The great truths of religion and morality are common to all mankind and are liable to lose their force when treated in isolation from one another.

## APPENDIX IV.

### Instructions for the award of the Elementary School-leaving Certificate.

The certificate is primarily designed for pupils who after having completed a course of elementary instruction, whatever may have been the exact nature of that course, and having passed through the fourth or higher standards of an elementary school, are on the point of concluding their school career.

The certificate will also, in the circumstances detailed below, serve as evidence of the fitness of a pupil who has studied in an elementary school to enter a secondary school.

The certificate will only be awarded to pupils who have studied in the fourth or higher standards of a recognized elementary school.

The inspecting officer will be at liberty to refuse the certificate unless a pupil has studied for at least three consecutive years in the school. It will be left to that officer to decide upon the cases in which this principle should be departed from. Such cases should be reported to the Inspector or Inspectress with reasons for the action taken. The Inspector or Inspectress will thus be able to check the frequency of such exemptions and any tendency to exempt for insufficient reasons. Exemptions granted by the inspecting officer should not be cancelled except in very special cases but guidance for the future should, if necessary, be given.

The certificate is meant to give (1) a brief record of the pupil's conduct and progress during his school course, and (2) the inspecting officer's opinion of his attainments at the end of the course.

The reverse of the certificate is devoted to the first object. This will be filled in by the head teacher of the school which the pupil attends at the time of the award of the certificate for the years during which the pupil has been in that school. No entries should be made with regard to previous years even if the pupil attended a school during those years.

In column 2 will be entered the year or years in which the pupil studied in each standard; column 3 will contain the head teacher's remarks on the pupil's attendance, conduct and progress in each standard. It is intended that a new register to be called the "Register of progress and conduct" should be prescribed, from which the entries in regard to these matters will be taken; but for the present the entries will be made for the teacher's recollection and from any school records that may be applicable.

For the second object the inspecting officer will, at the time of the annual inspection, conduct an examination of pupils seeking certificates. Those pupils of the fourth and higher standards who are about, or are reported to be about, to leave school altogether, or who wish to enter secondary schools, shall be eligible for the examination, provided that they have fulfilled the conditions already stated, and that their attendance, progress and conduct appear to have been satisfactory.

Each pupil should be examined in such detail as may be thought desirable, in all the subjects, or where this seems unnecessary, in the most important subjects studied during the school course.

On the results of the examination the inspecting officer should, wherever possible, arrange the pupils in order of merit, some simple system of marking being adopted for the purpose. Where, however, the time available does not permit of such arrangement, the latter portion of the second sentence in the certificate may be deleted under the inspecting officers' initials.

The number of pupils examined, the individual pupil's rank (if determined), the word "good," "fair" or "poor," and the date of birth in so far as this is ascertainable, should be entered in the certificate.

The endorsement "good" should indicate that the pupil has been really well taught and has benefited to the full by the instruction received.

The Director will not lay down in the form of a rule any percentage of marks qualifying for "good" or "fair," respectively. Inspecting officers must use their own discretion. Work done in such subjects as reading, writing and arithmetic should of course receive most attention, but the work done in all subjects should be considered.

Inspecting officer should specially bear in mind that a certificate endorsed "good" entitles the recipient to enter a secondary school and that it is very desirable that the pupils in a secondary school should ordinarily study in such a school from the commencement of their school career. The course of studies to be eventually prescribed for the lower classes of a secondary school will definitely aim at preparing the pupils for the higher classes and will thus be different in character from the courses in an elementary school. The provision for a transfer from an elementary school to a secondary school has been made for the benefit of really clever pupils to whom a school of the latter class was quite inaccessible during their early years. It is very undesirable that it should become the custom for pupils to attend an elementary school and then pass on to a secondary school in the same place. Inspecting officers should use all their influence to check such a procedure and they may thus indirectly do much to improve the state of secondary schools.

The name and native place of the pupil and the name of the parent, the name of the headmaster and that of the school, the date of the examination and the name of the range or division should be legibly written in the spaces provided for them and the certificate should be legibly signed by the inspecting officer.

Soon after the examination the inspecting officer will submit to the Inspector or Inspectress the list of pupils examined at the school, arranged in order of merit (if determined), specifying in the case of each pupil the number of the certificate issued, whether it was marked "good," "fair" or "poor," and whether the pupil had been in the school for less than the prescribed period.

The heads of Government Training Schools will conduct the examinations in the model schools and issue the certificates, inscribing their designation under their signature, and will submit the list to the Inspector of the circle or the Inspectress as the case may be.

In other schools the certificate must not be issued by an inspecting officer of lower rank than a Sub-Assistant Inspector or Inspectress.

The certificates are designed as stated above for pupils who intend to leave the school but there is nothing to prevent a change of intention. If the pupil after being examined wishes to remain in the school the certificate may be lodged with the headmaster and the pupil may be re-examined at the next annual inspection after having studied in the next higher standard or studied again in any of the lower standards. The necessary alterations may then be made in the original certificate. All alterations must be clearly attested and the facts noted in the list submitted to the Inspector.

In no case should these certificates be made the subject of any correspondence whatever. The certificates must be issued upon the information available and endorsed accordingly. It will be some years before they can be quite complete and regular in form.

The certificate should always be issued at the time of the inspection.

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## APPENDIX V.

*List of recognized elementary schools in the district as it stood on the 31st March.*

| Serial number. | Municipality or taluk. | Name of school and locality. | Boys' or girls'. | Whether Government, Local Board, Municipal, Aided Non-Mission or Mission, Unaided Non-Mission or Mission. | If chiefly intended for any particular class of the community, name of such class. | Standards and total number of pupils. | Number and date of Inspector's order recognizing the school. |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

NOTE.—The serial number given to a school shall not be changed without orders from the Director. The same series of numbers shall be used for boys' schools and girls' schools.

## APPENDIX VI.

### Circular Proceedings, C. 3570 of 1910, dated 27th May 1910.

*Secondary School Leaving Certificates.*

The following extracts from the scheme for the award of Secondary School Leaving Certificates, together with the subsidiary rules and instructions that have been framed by the Board, and suggestions for certain courses of study, are herewith notified.

The courses of study in the other subjects should follow some definite programme suitable to local conditions.

It is an essential feature of the whole scheme that great latitude should be allowed in regard to the treatment of these subjects and it is for this reason that there is to be no examination in them common to the pupils of all secondary schools.

It will however rest with inspecting officers to see that what is attempted is properly taught with the aid of all the necessary appliances and further that the curriculum as a whole offers a sound secondary school education.

Provision is made in the certificate relating to each term for an entry by the inspecting officer which may refer either to the method of award of the school marks or to the fact that they are based upon inadequate or unsatisfactory instruction. Every glaring case of either nature should be brought to the notice of the Director in a separate communication in order that he may be in a position to advise the Board to refuse to complete the certificate of pupils attending the school.

A sample certificate form with imaginary entries * is printed as an appendix to the Proceedings to give a general idea of the way in which it should be filled up.

*Extract from the Scheme for the award of the Secondary School Leaving Certificates.*

*To whom awarded.*—These certificates may be awarded on the completion of their school course to boys or girls who—

(1) have attended one or more recognized secondary schools from at least the fourth form upwards, and

(2) have attended each of the fourth, fifth and sixth forms for not less than 60 per cent of the number of working days in each term and for not less than 120 working days in each school year or for not less than 150 working days in each school year.

*Scope of certificate.*—The certificate will take into account the school work done by the pupil from the fourth form upwards, and shall also contain the results of a public examination conducted by the Board. It shall show exactly what subjects a pupil has studied and discriminate fairly between one pupil and another as to the benefit he has received from a school course.

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* Entries omitted in the calendar.

The subjects of study will ordinarily include those specified in groups A and B mentioned below and one or more of those specified in list C :—

A

Elementary Mathematics.
English.*
Vernacular Composition and Translation.*

B

Science.
Geography.
History of India.
Drawing.
Physical training.
Domestic Economy and Sewing (*for girls*).

C

One of the following languages :—

| | | | |
|---|---|---|---|
| (*a*) Classical | ... | Sanskrit.<br>Greek.<br>Latin. | Arabic.<br>Persian.<br>Hebrew. |
| (*b*) Foreign | ... | French. | German. |
| (*c*) Indian vernaculars. | | Urdu (Hindustani).<br>Canarese.<br>Tamil.<br>Telugu.<br>Malayalam. | Mahrati.<br>Uriya.<br>Burmese.<br>Sinhalese. |

History of England.
Algebra and Geometry.
Practical Mathematics.
Trigonometry.
Botany.
Physics.
Chemistry.
Music.
Agriculture.
Commercial Practice and Geography.
Book-keeping and Commercial Arithmetic.
Short-hand and Type-writing.
Précis-writing and Indexing.
Needle-work and Dress-making.
Lace-work.
Any other subject within the secondary school course.

*Preparation of certificate.*—(1) Every pupil on entering a fourth form shall be provided with a blank certificate to be kept in the custody of the school so long as he remains there, the entries in the certificate for each term being made in due course by the headmaster.

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* Great weight will be attached to handwriting and spelling and to simplicity and directness of expression.

(2) The results of school work done shall be entered against each subject taught in the school in the form of the number of marks gained out of a maximum of 100 for each subject except in the case of physical training where a general remark will be entered.

(3) The school work of a year in which the pupil is not promoted to a higher form shall not be taken into account; and no term certificate shall be accepted which is not gained in one and the same school.

*The Public examination.*—(1) At the end of the course in the sixth form, the headmaster shall forward to the Secretary to the Board the certificates of such of his pupils as wish to complete them by appearing for the public examination conducted by the Board and as are, in his opinion, competent to appear for that examination.

(2) The certificate of no pupil shall thus be forwarded whose age then is less than 15 years unless he will complete the age of 15 years on or before the first day of the month in which the examination is to be held.

(3) The treasury receipt for a fee of Rs. 12 shall be sent along with each pupil's certificate.

(4) The public examination will include the subjects of group A and any of the subjects of list C.

(5) It will be held at such places and on such dates as may, from time to time, be notified.

(6) The marks obtained out of a maximum of 100 in each subject at this examination will be entered by the Board on pages 18 and 19 of the certificate and the Board shall also be competent to moderate the marks obtained in school work except those obtained in the subjects of group B.

*Award of certificate.*—(1) The certificates thus filled in and completed shall be returned by the Board to the headmaster of each school for delivery to those who are leaving the school.

(2) The certificate of a pupil who is not, in the opinion of the headmaster, competent to appear for the public examination shall, if he is leaving the school, be endorsed to that effect over the headmaster's signature. It shall then be forwarded to the Secretary to the Board for inspection and when returned to the headmaster shall be handed to the pupils.

*Supplementary certificate.*—(1) If a pupil wishes to improve the certificate thus awarded to him, whether in regard to its quality in one or more subjects already brought up or by bringing up additional subjects under list C, he may go back to the same or any other recognized schoool and appear at a succeeding examination conducted by the Board in any subject or subjects in which the examination is held.

(2) There shall be no limit to the number of times which a pupil may thus be re-examined.

(3) The fee for the re-examination shall be Rs. 12, if the re-examination be in a subject or subjects in which a pupil has already been examined by the Board, and if otherwise, Rs. 3 for each new subject under list C.

(4) In either case, a further endorsement shall be made on the pupil's original certificate with regard to his progress in a manner similar to that laid down for the entries in the original certificate.

## Subsidiary Rules and Instructions.

### *Date and Nature of Public Examination.*

The first public examination will be held on the 27th of March 1911 and following days.

It is intended that there shall be two papers in English and one in each of the other subjects.

It is also intended that the papers shall ordinarily afford a wide choice of questions.

## The School Year.

The school year will in future be held to commence after the summer vacation, and the first-term certificate will relate to the term extending from the commencement of the school year up to Christmas, and the second-term certificate to the term extending from the opening of the school after the Christmas holidays up to the summer vacation. Pupils appearing for the public examination will thus do so about a month before the close of the second school term in any year, but arrangements will be made to receive their certificates up to the 1st May, and they may thus be required to return to school after the public examination and remain at it until the end of the term.

## Presentation for the Public Examination.

A list of the pupils to be presented at the public examination must be forwarded by the headmaster of the school from which they are presented to the Secretary to the Board, not later than the 20th of December preceding the examination. This list should be accompanied by the treasury receipts for the fees. The fee will not under any circumstances be returned. Headmasters are therefore requested to take particular care to see that the pupil will be eligible to appear for the examination.

To present a pupil for the public examination will be regarded as a declaration on the part of the headmaster that in his opinion the pupil, by the end of that school year, will have completed satisfactorily a definite course of study. In deciding whether a pupil is competent to appear, the headmaster should be guided by considerations precisely similar to those on which he decides the annual promotions from one form to another.

The school-leaving certificates of pupils to be presented at the public examination need not be forwarded (as stated in the original notification) along with the treasury receipt for the fee, but they must reach the Secretary to the Board not later than the 1st May immediately succeeding the examination.

## Entries in regard to Name, etc., and Schools attended.

The entry No. 7 on page 2 of the school-leaving certificate should be made only when sending the certificates in at the end of the course in the sixth form. Entries Nos. 1, 2, 3, 4, 5 and 6 should be filled in as a rule at the commencement of the fourth form course, but in the case of pupils joining the fifth and sixth forms in 1910, should be filled in, as soon as the certificate is provided. Entry No. 6 must include *all* schools attended previously to the making of the entry.

## Issue and Care of Certificate Forms.

Certificate forms will be issued through Inspectors and Inspectresses only and only to correspondents or headmasters A treasury receipt for the value of the forms required (5 annas each) must be furnished with the application. Headmasters will issue the forms to their pupils. The certificates will ordinarily be kept in the custody of the headmaster, but may be given to pupils for exhibition to their parents or guardians.

It will obviously be necessary to take the utmost possible care to preserve the certificates from loss, injury or destruction ; for, while headmasters will do well to keep books with duplicate entries, it may happen that a certificate will be irreplaceable.

Under no circumstances should pages be removed or erasures be made. Any alterations that may be necessary should be legibly *signed* and dated by the headmaster as any such alteration may clearly become the subject

of future enquiry. Erasures and unauthenticated or fraudulent alterations will lead to the cancelment of the certificate.

The greatest care will be taken of certificates while in the custody of the department but no responsibility can be accepted.

No second certificate form shall on any account be issued to a pupil without the sanction of the Board. In applying for such sanction, the clearest possible evidence of accidental loss or destruction should be furnished.

## Disqualification of Pupils.

The results of the public examination will not be entered in the certificate of any pupil whose certificate does not show that he has attended the requisite number of days during the second term.

Pupils whose certificates do not fulfil all the other required conditions will be similarly disqualified.

## Attendance at School necessary.

Pupils can appear at the public examination only when presented thereat by their headmaster and must have attended the fourth, fifth and sixth forms of a recognized school.

Pupils presented at a second or any subsequent examination must have further attended a recognized school for at least the term in which the examination is held and the term immediately preceding.

## School Work.

The Board considers that the entry referring to the school work in hand-writing and manual training may suitably take the form of a remark as in the case of physical training.

When a pupil has studied any particular subject or subjects along with pupils of a higher class (see Madras Educational Rule 40) a note may be added in connection with the entry of the percentage of marks for school work to the effect that the marks refer to work done in a form or set higher than the form to which the pupil nominally belongs.

Many schools have already a system of awarding school marks based upon the work done in the school from day to day, but it is feared that in many others there is no such system and the only marks given to the pupils express the results of periodical and formal written examinations.

To make the entries in the school-leaving certificates with regard to school work of any real value, it will be necessary for all schools to adopt a system which gives great prominence to all the regular class work.

The attention of headmasters is drawn to the fact that it will greatly detract from the value of the certificates provided by them, should the Inspector find it necessary to make an endorsement upon the certificates commenting adversely upon the system of awarding the school marks or to the effect that they are based entirely upon formal written examinations.

Oral work, compositions, class exercises, note books, map drawing and other practical work should all be taken into account.

## School Day and Attendance.

The school day shall consist of at least four hours; but two meetings, each of not less than two hours' duration whether on the same or on different days, may be counted as one attendance.

"Form Average."

This entry should be the average of the marks given for school work to the form as a whole (for any particular subject) and not to any division of a form.

Percentage of Marks "at School" (*Certificate, page* 18).

These entries should be made by the headmaster who presents the pupil, but should represent the average of the six entries, whether made at one and the same school or at more than one school, which are to be taken into account in regard to work in the fourth, fifth and sixth forms, respectively.

It must be noted in this connection that the school work of a year in which the pupil is not promoted to a higher form or is not presented for the examination shall not be taken into account.

On page 19, the entries may be the averages of less than six term entries, if during six terms the subject has not been successfully studied. On page 20, these entries will ordinarily be the average for two terms' work only.

"Rank" (*Certificate, page* 18).

This will represent the order of merit in each subject in which the headmaster places the pupils presented by him at any one time; if two or more pupils are bracketed as of equal rank, the requisite number of places must be omitted from the series—thus, if two pupils are ranked first, the next pupil in order of merit will be third. The total number of pupils placed in order of merit should always be shown and the entry should take this form:—27th, out of 65, where 65 pupils are being presented at one and the same time from the school.

Marks of Identity.

It is obviously of extreme importance that the owner of a school-leaving certificate should be able to prove his ownership at any time if called upon to do so. This fact should be impressed upon pupils.

Finger-prints are the most convenient and certain mode of identification.

The apparatus required for taking impressions consists of the following articles:—

A sheet of tin or copper 10½ inches by 7, or of such other size as experience may show to be most convenient, screwed down by its corners to a board one inch thick, an ordinary printer's roller and a tin of printer's ink. Both roller and slab must be thoroughly cleansed with kerosine-oil on each occasion after use, dried with a rag and put out of the way of dust.

The manner in which impressions should be taken is explained below:—

(i) Squeeze a drop of ink on the plate and work it with the roller till it forms an even layer over the surface. The ink must be so thin as to allow the colour of the plate to show through it.

(ii) Then take the little finger of the left hand, roll the bulb slightly on the inked slab and roll it again on the paper in the space marked for that finger; do the same with each of the other fingers and thumb in succession so that the imprints of them may be taken in their allotted places on the paper.

A drop or two of kerosine-oil added to the ink makes it more fluid. The inked finger should only be rolled once on the paper from one side to the other and then removed cleanly without smudging the pattern. To

afford clear scope for identification, the whole of the finger (or thumb) between the tip and first joint must be impressed.

Where evidence of identity is to be based upon personal marks and not upon fingerprints, such evidence as is afforded by height, colour, physical development, dentition, etc., is not suitable as being liable to alteration.

Personal peculiar marks, such as moles, permanent scars and abnormalities, are the only ones that can be utilized. In describing them, care should be taken to select only two or three such marks which are distinctive. Their size, shape and exact position should be recorded, e.g., a brown mole, size of a pea, situated $1\frac{1}{2}$ inches to the right of the left nipple, an oval depressed scar 3 inches below right knee-joint.

## Courses of Study.

### *English.*

As indicated under i. *English Language* on page 78 of the Calendar for 1910 of the University of Madras, the text-books being those prescribed by the University until the Board notifies to the contrary.

### *Vernacular Composition and Translation.*

The translation to be from English into one of the following vernaculars :—

Canarese, Malayalam, Tamil, Telugu, Urdu and Uriya.

The vernacular composition should be in simple modern idiomatic prose. Full freedom will be allowed in regard to style.

### *Elementary Mathematics.*

*Arithmetic, pure and applied.*—The four rules applied to integers and fractions—Factors—Ratio and proportion—Extraction of square root.

Indian and English coins, weights and measures of length, capacity and time, in actual use including the metric system—Approximations, averages and percentages.

Interest, simple and compound, discount, stocks (simple and direct problems only).

Mensuration of plane rectilinear figures and circles, right prisms, right circular cylinders, pyramids, right circular cones, spheres.

Symbolic representation of the processes of Arithmetic.

Negative quantities and the extention of the four rules to them The solution of linear algebraic equations involving one or two variables and problems leading thereto.

Graphic representation of simple algebraic functions and statistics.

Graphical solution of simple arithmetical problems and linear equation.

Measurement of lengths and angles—Division of lines in given ratios—Bisection of angles—Construction from given data of perpendiculars, parallels, circles and angles, and simple cases of construction of triangles and quadrilaterals.

Drawing to scale.

Experimental investigation of the properties of angles, triangles, parallels, parallelograms, and circles.

*N.B.*—The grouping of the items in the above scheme is not intended to indicate the order in which they should be taken for class-work.

### *Sanskrit.*

Text-books to be prescribed, containing suitable prose and poetry. (The selections published by the University for the Matriculation Examination of any year will be the text-book for that year until further notice.)

Outlines of Grammar, as under :—

Classification of sounds.

Sandhi, principal rules only.

Typical declensions of Substantives, Pronouns, Numerals, and Adjectives : Degrees of Comparison.

Compounding of words.

Typical Conjugations : also a general knowledge of the desiderative, frequentative and participial forms, and of derivatives, primary and secondary.

Prepositions.

Sentence—Structure, syntax and analysis.

Prosody : principal metres occurring in the text-books.

The grammar to be taught mainly with reference to the books studied, and through conversation on simple and familiar topics.

*Latin and French.*

*Latin.*—Passages for translation from the text-books prescribed. Grammar and idiom. Translation of unseen passages from Latin into English and vice versa.

*French.*—Passages for translation from prescribed works of Modern French authors. Grammar and idiom. Translation of unseen passages from French into English. Simple composition in French.

*Arabic, Persian, Hebrew, Urdu and Uriya.*

The scope of the examination in these subjects to be that of the Matriculation Examination of the University of Madras (see University Calendar for 1910, page 79).

NOTE.—The text-books in Latin, French, Arabic, Persian, Hebrew, Urdu and Uriya to be those prescribed by the University until further notice.

*Tamil, Telugu, Canarese and Malayalam.*

Text-books to be prescribed, containing selections of simple poetry and modern prose. (The selections published by the University for the Matriculation Examination of any year will be the text-book for that year until further notice.)

Outlines of Grammar as under—

Classification of sounds.

Nouns—their principal relations.

Verbs—verb-forms.

Sandhi where necessary and where not.

Sentence—Structure.

Paragraph—Structure.

Punctuation.

Prosody.

Fundamental characteristics of literary diction—in prose and in poetry.

REMARKS.—Grammar to be taught mainly with reference to the text-books studied.

*History of England.*

One or more prescribed periods from the syllabus of the History of England published in the University Calendar for 1910, page 332 Acquaintance with the History of England in outline. Details of constitutional history will not be demanded. Acquaintance with the historical geography of the period studied will be expected.

It is suggested that some source book suitable for schools and covering the period taken should be read side by side with a text-book. Such source books are published by Messrs. Blackie & Sons, Adam and Charles Black and Horace Marshall. It is also suggested that illustrations such as Traill's Social England and Barnard's Companion to English history afford should be employed by the teacher to make intelligible the manners and conditions of life in the period studied and their difference from those of the present. Attention may be drawn to the effect of great historical events upon the English language, its structure, vocabulary and literature, e.g., of the Danish Invasion, the Norman Conquest, the Renaissance and the Reformation. Comparison should be made wherever possible with Indian History, e.g., of English feudalism with Rajput feudalism, the monasticism of pre-Reformation times with Buddhist monasticism.

### *Algebra and Geometry.*

*Algebra.*—Symbolic expression of general results in Arithmetic—Algebraical laws and principles and their applications—Factorization of simple functions—Identities—Functional notation—Degree, homogeneity and symmetry of rational integral functions—The remainder theorem and its application to factorization—Linear equations in one, two and three variables and quadratic equations in one variable, with the principles involved in their solution—Solution of problems by means of such equations—Theory of positive integral indices—Square root of simple rational integral functions—Graphs of simple algebraic functions and their applications to the solution of equations and problems—Easy questions on arithmetical and geometrical series.

*Geometry.*—The course in Geometry will be both practical and theoretical.

Practical Geometry will include the constructions given in Schedule A together with easy extensions of them. Proofs of constructions will also be required.

Theoretical Geometry will include the theorems given in Schedule B together with easy deductions from them. The course need not be taken in the same order as that given in the schedule and any proof of a proposition which appears to form part of a systematic treatment of the subject will be accepted. In the proof of theorems hypothetical constructions will be allowed. Symbols and algebraic notation may be freely used.

### *Schedule A.*

Bisection of straight lines and angles.

Construction of (1) perpendiculars, (2) parallels to straight lines.

Construction of an angle equal to a given angle.

Simple cases of the construction of triangles and quadrilaterals from given data.

Division of straight lines into a given number of equal parts, or in any given ratio.

Construction of a rectangle equal in area to a given triangle.

Construction of a triangle equal in area to a given rectilinear figure.

Simple cases of the construction of circles and segments of circles from given data.

Construction of tangents to a circle and common tangents to two circles.

Construction of a square equal in area to a rectangle and geometrical extraction of square roots of rational numbers.

Geometrical solution of a quadratic equation.

Construction of regular figures of 3, 4, 6 or 8 sides, (1) in or about a given circle and (2) on a given straight line.

Construction of (1) a fourth proportional to three given straight lines, (2) a mean proportional to two given straight lines.

*Schedule B.*

*Angles at a point.*—If a straight line stands on another straight line, the sum of the two angles so formed is equal to two right angles; and the converse.

If two straight lines intersect, the vertically opposite angles are equal.

*Parallel straight lines.*—When a straight line cuts two other straight lines, if (1) a pair of alternate angles are equal, or (2) a pair of corresponding angles are equal, or (3) a pair of the interior angles on the same side of the cutting line are together equal to two right angles, then the two straight lines are parallel; and the converse.

*Triangles and rectilinear figures.*—The sum of the angles of a triangle is equal to two right angles.

If the sides of a convex polygon are produced in order, the sum of the exterior angles so formed is equal to four right angles.

Two triangles are congruent—

(1) If two sides of the one are equal to two sides of the other, each to each, and also the angles contained by those sides are equal.

(2) If two angles of the one are equal to two angles of the other, each to each, and also one side of the one equal to the corresponding side of the other.

If two sides of a triangle are equal, the angles opposite to these sides are equal; and the converse.

Two triangles are congruent if the three sides of the one are equal to the three sides of the other, each to each.

Two right-angled triangles are congruent, if their hypotenuses are equal and one side of the one is equal to one side of the other.

If two sides of a triangle are unequal, the greater side has the greater angle opposite to it; and the converse.

The opposite sides and angles of a parallelogram are equal, each diagonal bisects the parallelogram, and the diagonals bisect each other.

If the intercepts made by three or more parallel straight lines on any straight line that cuts them are equal, then the corresponding intercepts upon any other straight line that cuts them are also equal.

*Areas.*—Parallelograms on the same base or on equal bases and of the same altitude are equal in area.

Triangles on the same base or on equal bases and of the same altitude are equal in area.

Equal triangles on the same base or on equal bases are of the same altitude.

Illustrations and explanations of the geometrical theorems corresponding to the following identities:—

$$K(a+b+c\ \ .\ \ .\ \ .)=Ka+Kb+Kc+\ \ .\ \ .\ \ .$$
$$(a+b)^2 = a^2+2ab+b^2$$
$$(a^2-b^2) = (a+b)(a-b)$$
$$(a+b)^2 + (a-b)^2 = 2(a^2+b^2)$$
$$(a+b)^2 - (a-b)^2 = 4ab.$$

The square on a side of a triangle is greater than, equal to, or less than the sum of the squares on the other two sides according as the angle contained by these sides is obtuse, right or acute. The difference in the cases of inequality is twice the rectangle contained by one of the two sides and the projection on it of the other.

The sum of the squares on two sides of a triangle is double the sum of the squares on half the third side and on the corresponding median.

*The circle.*—A straight line drawn from the centre of a circle to bisect a chord which is not a diameter is at right angles to the chord; and the converse.

In equal circles (or in the same circle)—

(1) if two arcs subtend equal angles at the centre, they are equal; and the converse.

(2) If two chords are equal, they cut off equal arcs; and the converse.

Equal chords of a circle are equidistant from the centre; and the converse.

The tangent at any point of a circle and the radius through that point are perpendicular to one another.

If two circles touch each other, the point of contact lies on the straight line through their centres.

The angle which an arc of a circle subtends at the centre is double that which it subtends at any point on the remaining part of the circumference.

Angles in the same segment of a circle are equal, and if the line joining two points subtends equal angles at two other points on the same side of it, the four points lie on the circumference of a circle.

The angle in a segment is greater than, equal to, or less than a right angle according as the segment is less than, equal to or greater than a semicircle.

The opposite angles of any quadrilateral inscribed in a circle are supplementary; and the converse.

If a straight line touches a circle, and from the point of contact a chord is drawn, the angles which this chord makes with the tangent are equal to the angles in the alternate segments.

If two chords of a circle intersect each other either inside or outside the circle, the rectangle contained by the segments of the one is equal to the rectangle contained by the segments of the other.

*Loci.*—The locus of a point which is equidistant from two fixed points is the perpendicular bisector of the straight line joining the two fixed points.

The locus of a point which is equidistant from two intersecting straight lines consists of the pair of straight lines which bisect the angles between the two given lines.

The locus of the vertices of all triangles which have the same base and their vertical angles equal to a given angle is the arc of a segment of a circle.

*Elementary maxima and minima.*—Of all the straight lines that can be drawn to a given straight line from a given point outside it, the perpendicular is the shortest.

If A, B are two fixed points and P a moving point on a fixed straight line XY, then—

(1) AP + PB is minimum when A and B are on the same side of XY.

(2) AP − PB is maximum when A and B are on opposite sides of XY,

for that position of P at which AP, BP make equal angles with XY.

If A, B are fixed points and P any point in a fixed straight line, the angle APB will be maximum, when the circle APB touches the line.

If P is any point in a given straight line AB, AP PB is maximum and $AP^2 + BP^2$ is minimum when P is the middle point of AB.

Of all rectangles of given area, the square has the minimum perimeter.

*Proportion: similar triangles.*—(Proofs applicable only to commensurable quantities will be accepted.)

If a straight line is drawn parallel to one side of a triangle, the other two sides are divided proportionally; and the converse.

If two triangles are equiangular, their corresponding sides are proportionals; and the converse.

If two triangles have one angle of the one equal to one angle of the other, and the sides about these angles proportional, the triangles are similar.

The internal bisector of an angle of a triangle divides the opposite sides internally in the ratio of the sides containing the angle, and likewise the external bisector externally.

The areas of similar triangles are to one another as the squares on corresponding sides.

## *Practical Mathematics.*

Contracted and approximate methods of multiplication and division. Degrees of accuracy.

Theory of Indices. Logarithms, common and Napierian. Use of Logarithms and Logarithmic tables. Graphical representation of $Y = a^x$ or $x = \log_a y$.

Construction and use of slide rule.

*Use of squared paper.*—Plotting statistics; Plotting experimental results and obtaining inferences therefrom. Interpolation and extrapolation Plotting functions of the nature of special case of $Y = \frac{ax^2 + bx + c}{px^2 + qx + r}$ solving linear and quadratic equations and problems. Measurement of slope. Ratio of increase. Variation. Maxima and Minima.

Mensuration. Triangle: parallelogram: trapezoid: polygon; circle; sector and segment of circle; sphere; zone of sphere; spherical cap; cylinder; pyramid; cone; frustum of pyramid and cone; prism; anchor ring: field book.

Use of Vernier: callipers: screw gauge.

Plan: elevation, section. Elementary notions of projection.

Trigonometrical ratios.

Measurement of angles. Circular measure.

Use of Mathematical tables for the solution of easy problems in heights and distances, and for the solution of right-angled triangles.

Determination of area of irregular figures and of volumes of irregular solids, by squared paper; weighing, mean ordinate, Simpson's rule.

It will be assumed that the candidate is acquainted with the practical demonstration of the properties of lines, angles, parallel straight lines, the triangle, the parallelogram, the quadrilateral, the polygon, the circle, the geometrical representation of easy algebraic identities and elementary notions of similarity.

*Books for consultation.*—The Teaching of Mathematics. J. W. A Young (Longmans).

The Teaching of Mathematics. Address at British Association, Glasgow, 1901. Perry.

The Teaching of Elementary Mathematics. Smith (Macmillan).

Practical Mathematics. Cracknell (Longmans).

Manual of Practical Mathematics. Castle (Macmillan).

An Introduction to Practical Mathematics. Suxelby (Longmans).

Report on the Teaching of Elementary Mathematics by the Mathematical Association (Geo. Bell & Sons).

Modern Arithmetic, Part II. H. Sydney Jones (Macmillan).

### *Trigonometry.*

A good *practical* knowledge of the subject should be aimed at. Skill in the solution of artificial problems and in the manipulation of complicated identities is not regarded as the aim and object of the subject.

*Measurement of angles in degrees and radians.*—Trigonometrical ratios of angles; approximate evaluation by graphical methods of the ratios of a given angle and of the angle of which the value of the ratio is given: ratios of 0°. 30°. 45°. 60°. and 90°. Graphs of the ratios.

Relations between the trigonometrial ratios of the same angle and of associated angles.

The addition formulæ; ratios of the Angle A/2 in terms of those of A.

Simple identities: simple trigonometrical equations. Relations of sides and anglels of a triangle; expressions for the area and altitude of a triangle.

Logarithms; the use of tables of four figure logarithms and of natural and logarithmic sines, cosines, and tangents. Solution of triangles; heights and distances; the checking of results by drawings to scale.

### *Botany.*

*The root system.*—General character of roots, mode of life of roots.

Tap roots, fibrous roots, swollen roots, adventitious roots, aerial roots. Surface feeding roots and deep feeding roots.

Root hairs and their work.

The soil and how water exists in the soil. Special function of roots as storehouses of food.

*The shoot of a seed plant.*—Parts of the shoot—stem, leaves and flowers. The stem and its chief functions. Modified stems—rhizomes, runners, stolons, tubers, bulbs, twiners and tendril climbers, spines and prickles.

Twigs and the arrangement of leaves, alternate, opposite, or whorled.

Parts of a typical leaf—stipules, petiole and blade. Simple and compound leaves. Description of a leaf as linear, cordate, ovate, lanceolate, obovate, etc.; entire toothed, lobed, etc.; glabrous, hairy, pubescent, glandular or tomentose, etc. Function of the leaf. Plant-nutrition. Water and its use to the plant. Plant food. Respiration.

Buds, their position and nature. Bud scales, flowers and their arrangement. Raceme, spike, umbel, capitulum, fascicle, cyme and panicle. The parts of a flower, their numbers and aestivation. Poly and sym-petalous, regular and irregular flowers. The essential organs of a flower. The stamen, its filament, connective and anther. Ovary apocarpous or syncarpous—superior and inferior ovaries. The loculi and their number. The arrangement of placentas. Styles and stigma.

Pollination and its effects. Uni and bi-sexual flowers.

*Fruits and seeds.*—The seed, its testa, tegmen, hilum, micropyle, caruncle. Endospermous and exendospermous seeds. The shape of the embryo and the relative position of its parts.

The fruit—different kinds of fruit—fleshy and dry fruits, drupe, berry, legume capsule, schizocarp, achene.

Dispersal of seeds and fruits.

The germination of the seed and the growth of the young plant.

Examination of some species of the following natural orders:—

Anonaceæ, Malvaceæ, Leguminoseæ, Rubiacæ, Compositæ, Convolvulaceæ, Acanthaceæ, Labiatæ, Euphorbiaceæ, Palmeæ.

### *General Remarks.*

The work should be as far as possible *practical* and with the naked eye or with the aid of a simple lens and everything should be learnt

through observation and laboratory work. The plant should be viewed as living individual and every part should be examined. The various chemical and physical properties of air, water and soil so far as they are of importance to plant life should be dealt with. The school garden should be utilized as much as possible for the purpose of studying plants. Every student should maintain a written record of his observations and laboratory work and should make drawings of all the specimens he examines. These illustraded records of work should be carefully and systematically maintained. No text-book should be used by pupils.

The following books may be consulted with advantage:—

Oliver—First Book of Indian Botany.
Osterhousts—Experiments with Plants.
Mac Dougal--Nature and Work of Plants.
Pfleiderer—Common Indian Plants.

Equipment--Mounted needles, knives, simple lenses (on stands if possible), wide-mouthed glass jars, glass tubing, etc.

*Physics.*

*Preliminary.*--Units, measurements of lengths, areas, volumes, vernier, screw gauge, callipers. Measurement of mass. Density. Specific gravity of solids and liquids.

Force, elementary ideas of.

Simple machines, levers, pulleys, steelyard, inclined plane. Principle of work.

Friction.

Triangle of forces—Parallelogram of forces--Polygon of forces—Parallel forces--Centre of gravity—Equilibrium.

Pressure of air—Pumps—Barometer—Syphon.

Properties of gases.

Pendulum.

Calibration (simple exercises).

Stretching—Bending.

Liquid Pressure—Flotation—Capillarity.

*Heat.*—Thermometers—melting points—boiling points—maximum and minimum thermometers.

Effects of Heat—Expansion.

Relation between pressure and temperature of a gas.

Calorimeters—Capacity for heat—specific heat—change of state—Latent heat.

Hygrometers—Dew Point.

Transmission of heat.

Vapour pressure—Boiling.

*Light.*—Propagation of light.

Photometry.

Reflection and refraction of light—Refractive Index.

Formation of images by reflection and refraction—Multiple images—Graphic methods of determining the position and size of an image formed by reflection or refraction Measurements of the local lengths of mirrors and lenses.

Deviation and Dispersion produced by a Prism.

Normal sight—short sight—long sight.

Simple optical instruments—Telescope, Microscope, Magic lantern—Camera.

*Magnetism.*--Magnets and Magnetic substances.

Induction--Methods and nature of magnetisation--simple magnet.

Distribution of magnetism—Polarity.

Fields of force.
Terrestrial Magnetism.
Coercive Power—Retentivity.

*Current Electricity.*--Production of Electric current—Voltaic cells—Daniell--Leclenché--Bichromate—Bunsen—Dry Cells.
General Properties of electric current.
Local action and polaria tion.
Current strength—E.M.F.—Resistance.
Units (Ohm, Volt, Ampere)—Ohm's Law.
Comparison of resistances—Metre Bridge.
Comparison of current strengths—Tangent—Galvonometer.
Glew lamps—Fuses. Magnetic field of current- -Electromagnets—Electric bell--Telephone.
Voltameter—Electro-plating.
The course must be one of experimental work.

*Books for consultation.*—The Teaching of Chemistry and Physics. Smith and Hall (Longmans).
Special Report on the Heuristic Method of Teaching (Eyre and Spottiswoode).
Report on Science Teaching in Public Schools (Eyre and Spottiswoode).
Introduction to Chemistry and Physics. Perkin and Lean (Macmillan)
The Teaching of Scientific Method. Armstrong (Macmillan).
1st, 2nd and 3rd years' courses in Practical Physics. Sinclair (Geo. Bell & Sons).
Laboratory Manual of Physics. Crew and Tatnall (Macmillan).
Magnetism and Electricity. Jude (Clive and Coy).
Electricity and Magnetism. Sanderson (Macmillan).
An Introduction to Practical Physics. Rintoul (Macmillan).
Practical Physics. L.M. Jones (Longmans).
Practical work in Physics. Parts I, II, III, IV. Woollcombe (Clarendon Press).

*Chemistry.*

Chemical change; its nature. Qualitative and quantitative experiments illustrating the same, *e.g.*, burning, heating, oxidising, combining.
Elementary experimental study of air; of water; of limestone (the discovery of carbon dioxide); of copper sulphate; of red lead (discovery of oxygen); of burning of sulphur (discovery of sulphur dioxide, an anhydride); of burning of carbon (discovery of carbon dioxide).
Discovery of metals from their ores—action of acids on metals (discovery of hydrogen, sulphur, dioxide, oxides of nitrogen).
Experimental study of oxides prepared from metals—oxidation—oxidising agents.
Burning of hydrogen. Action of hydrogen on oxides (reduction and reducing agents).
Experimental study of washing soda: of "pot-ashes"; of the gas obtained from the action of sulphuric acid upon salt; of quartz.
Element, compound, mixture (separation).
Solvent power of water.—Natural waters—Percentage of dissolved gases and solids. Estimation of solvent power and solubility.
Solution—crystallisation—precipitation—distillation. Use of these processes in the preparation of pure substances. Estimation of the amount of water of crystallisation.
Action of water on sodium (discovery of alkali), magnesium, iron, silver. Degrees of chemical activity.

Estimation of volumes and weights of gases given off on dissolving a known weight of a substance or on heating a known weight of a substance. Quantitative interaction of acids and metals and of acids and bases.

Equivalents and their determination.

Law for constant proportions.

Experimental study of the common acids, sulphuric, hydrochloric, nitric, phosphoric.

Acid base; alkali; salt.

Experimental study of the more common non-metallic elements—hydrogen, carbon, silicon, nitrogen, phosphorous, oxygen, sulphur, chlorine, bromine, iodine, introducing as far as feasible elementary ideas of the periodic classification. The distribution of these elements.

Experimental study of the more important metals, in so far as they have been studied above in connection with their combinations with oxygen, chlorine and the common acids already mentioned.

Elementary knowledge of the historical development of chemistry in so far as it relates to the above.

Manipulation, setting up and accurate description of apparatus.

No formulæ need be used.

The course must be one of experimental work.

*Books for consultation.*—Introduction to the study of Chemistry. Perkin and Lean (Macmillan).

Elementary Chemistry. Wilson and Hedley (Clarendon Press).

The Teaching of Scientific Method. Armstrong (Macmillan).

Special report on the Heuristic method of teaching. Board of Education (Eyre and Spottiswoode).

The Teaching of Chemistry and Physics. Smith and Hall (Longmans).

Introduction to Chemistry. Macnair (George Bell & Sons).

A Short History of the progress of Scientific Chemistry in our own time. Tilden (Longmans).

General Chemistry for Schools and Colleges. Alexander Smith (George Bell & Sons).

Practical Exercises in Chemistry. Donnington (Macmillan).

### *Music.*

A paper will be set on the elements of music as demanded in the Elementary Examination under the Government Technical Examinations scheme.

### *Agriculture.*

The rainfall and climate of the Presidency—

- The study of the local rainfall and the penetration of different amounts of rain of varying severity on different classes of soil and under different conditions (*i.e.*, uncultivated and cultivated surface soil and on soils under crop and fallow).

Soils—

- What constitutes a soil;
- How this differs from the sub-soil soils—where there is little or no distinction between the soil and the sub-soil;
- Effect of different sub-soils on the soil;
- Different soils of the Presidency and their behaviour.

Heavy or clay soils—

- *E.g.*, Fine alluvium and soils formed by silt deposit in still water.
- Deep black cotton soil,

Intermediate soils—

*E.g.*, Medium alluvium formed by slow flowing water.

Red clay loams.

Laterite soils.

Shallow black cotton soils which contain disintegrated rock or canker.

Light or sandy soils—

*E.g.*, Coarse alluvium formed by swift flowing water.

Littoral sandy soils formed by wind.

Gravelly and sandly shallow red soils.

The plant—

The embryo is the seed.

Germination and the requirements for germination.

The young plant.

The different parts of the plant and their respective functions.

Relation of the plant to the soil—

The essentials of a soil for plant growth.

Soil moisture.

Plant food and in what form it is absorbed by the plant.

Necessity for air in the soil.

*Tillage and Milth.*

Dry Cultivation.

Ploughing—

The objects and effects of ploughing at different seasons and periods.

Different types of ploughs and their work.

The cultivator-plough or pointed plough which stirs the soil.

The board or chisel-edged or digging plough which cuts off the soil from the sub-soil, but does not invert it.

The mould board plough which inverts the soil.

Their use and the advantages and disadvantages of each for different operations.

Other implements which can usefully be used for primary cultivation.

Sowing.—

Conditions favouring good germination.

Preparation of the seed-bed.

Harrowing, levelling and consolidation of the soil.

Broadcasting and drilling.

Conditions affecting the seed-rate.

After cultivation—

Objects of after-cultivation.

Loosening the surface-soil.

Weeds and weeding.

Harrows, bullock hoes and hand hoes.

*Harvesting, Threshing and Storing Grain.*

Methods other than ordinary tillage of improving the crop-yield.

Rotation of crops—

Mixed cropping and fallowing.

Deep and shallow rooted crops.

Different food requirements of different crops.

Soil improving crops.

Irrigation and drainage. (Refer back to relation of plant to soil and soil water).

Why it is necessary to supplement rainfall.

Reasons for and value of drainage.

Methods of irrigation.

Manuring—
How the application of bulky manures improves the soil.
Methods of preserving cattle manure and other bulky manures.
The value of urine as manure.
The chemical action of manure.
Elements necessary for the food requirements of plants.
Concentrated manures; Saltpetre, bones line, lime poonacs and fish manure.

Seed selection—
Methods already adopted to obtain plump well-filled grains.
Plant selection for seed.
Inheritance of characters.

Cultural methods—
Nurseries and transplanting.
Double transplanting.
Ridging and earthing up.
Thinning.
Topping.
Top dressing.

Reduction of crop diseases, etc.—
Insect pests.
Fungoid disease.
Life-history of typical insects.
Injuries to crops caused by insects.
Useful insects.

Wet land cultivation—
Dry and wet ploughing: objects of each.
Puddling and levelling.
Raising seed beds *Vs.* Broadcast sowing.
Methods of raising seed beds.
Green manuring; transplanting; weeding; harvesting; threshing.

Live-stock—
The principles of breeding.
Feeding, watering and housing of—
Young stock.
Grown stock.
Grown breeding stock.
Grown working cattle.

### (*a*) *Commercial Practice and Geography.*

(*a*) *Commercial Practice.*—(1) Forms of letters—official and commercial, methods of keeping inward and outward correspondence, filing and docketing, letter-book, indexing and cross reference.

(2) Deposit accounts, current accounts, overdrafts, pass-book and paying-in-slips, forms of receipts, indents, invoices and account sales.

(3) Cheques, bills of exchange, promissory notes, endorsement, negotiation, acceptance, discount, maturity, payment, noting and protest.

(4) Transport of goods by rail and sea, Custom House formalities for clearing and exporting goods, shipping and freight, bills of lading, marine insurance.

(5) A short business letter on a simple subject such as enquiries for goods, prices, acknowledgment of letters, money and goods received. Remittances, orders, and their execution.

(6) Common commercial terms and abbreviations used in correspondence.

(*b*) *Commercial Geography.*—(1) A knowledge of the commercial geography of the British Empire, and specially of India, under the following headings: physical features, climate, resources, density of population,

raw products, manufactures, foreign trade, exports and imports, centres of production, trade and position of sea-ports, aids and obstacles to industry and commerce, currencies.

(2) Drawing a rough sketch or outline of any portion of the British Empire showing trade routes, railways, and fields of production.

*Book-keeping and Commercial Arithmetic.*

(*a*) *Book-keeping.*—(1) Single entry; the books and accounts kept for it.

(2) Double entry; real, nominal, and personal accounts; recording in journal, and in journal and cash book, and also in other subsidiary books, transactions of the following description:—Assets and liabilities; cash credit sales and purchases; cash receipts and payments; bank accounts, cheques received and paid; bills drawn, endorsed, accepted, honoured and dishonoured; interest, wages, stationery, discount, etc.; drawings account; depreciation and bad debts; consignment accounts (inwards and outwards); partnership accounts; contract accounts; goodwill; posting from the subsidiary books to the ledger; closing ledger accounts; journalising closing entries; suspense and reserve fund accounts; trial balance; revenue account; trading account and profit and loss account; balance sheet.

The paper to contain a set of transactions of a simple character to be entered in one or more subsidiary books specified; posting in the ledger; trial balance; preparation of final accounts, exercises in journalising and preparation of ledger accounts.

(*b*) *Commercial Arithmetic.*—(1) Practical Arithmetic with special reference to tradesmen's bills, harbour and customs charges, invoices, percentages and averages, commission and brokerage, interest and discount stocks and shares, exchange, tare and tret.

(2) The Metric system; Money systems of England, Germany, the Latin Union, the United States, Ceylon, China and Japan; their conversion into Indian currency and *vice versa.*

*Shorthand and Typewriting.*

(*a*) *Shorthand.*—*A* (1) To take down in the reporting style of phonography an easy passage, a narrative, or a speech, of 800 words, and a letter of 240 words dictated at the rate of 80 words a minute. (Time—13 minutes.)

(2) To transcribe the above into longhand. (Time for transcription—1 hour and 45 minutes.)

*B.* A short printed passage in longhand not exceeding 250 words, to be written by the candidates in easy reporting style of phonography, as a test of neatness, accuracy and beauty of shorthand outlines. (Time 15 minutes.)

(*b*) *Typewriting*—*A.* To typewrite an ordinary printed passage containing 400 words, special attention being paid to accuracy and neatness of execution. (Time—20 minutes.)

*B.* To type from printed matter containing short and simple tabular statements, such as invoices, statistical tables, etc.; to type correctly taking not more than two copies by means of carbon paper, a letter from a rough and unarranged draft in manuscript (containing misspellings and common abbreviations) not exceeding 500 words. (Time—2 hours.) An interval of 10 minutes to be allowed between the first and second papers.

*Indexing and Précis-writing.*

1. *Indexing.*—The arrangement and statement in tabular form and chronological order of the substance of each of a number of documents forming a connected correspondence on some particular subject.

The index should be brief, dealing only with salient points and in such a form as readily to catch the eye.

2. *Précis-writing.*—The expression in the form of a brief, connected, and well-composed narrative of the substance of an official correspondence, a public speech, evidence in a court of law, or a lengthy prose passage

The précis should be such as to enable any one who has not read the original documents to grasp all the leading features of what is contained in them.

Spelling, handwriting and composition are to be carefully attended to.

*Needlework and Dressmaking.*

*I. Patching and darning*—

Patching—

1. A calico-patch.
2. A coloured print-patch.
3. A flannel-patch.

Darning—

1. A Swiss darn.
2. Grafting.
3. Stocking-web darn.
4. A hedge tear or three-cornered darn.
5. A cross-cut darn

*II. Stitches*—

1. Embroidering any letter of the alphabet.
2. Fancy feather-stitching.
3. Whip-stitching and putting on a frill.
4. Sewing on a tape.
5. Sewing on a linen and a pearl button.

*III. Cutting out and working.*—To take measurement of a lay figure and to cut out and put together the pieces by tacking and showing samples of work required for the garment. For non-European candidates—a woman's short jacket or ரவிக்கை; a woman's long jacket; a man's under jacket or coat; a gentleman's cotton shirt. For European candidates—a plain tucked chemise; a camisole; a shirt blouse; a shaped skirt with tucks or flounces.

*IV. Fancy work.*—To knit a pair of baby's boots; to make a small cushion case with any fancy stitch (materials to be supplied by the candidates).

*V. Finished work* to consist of a pair of gentleman's knitted woollen socks; a baby's woollen vest; a man's shirt (non-European candidates) and a shirt blouse (European candidates).

NOTE.—The examination will be entirely practical.

*Lace-work.*

*A. General.*—(1) A general knowledge and description of the article to which the term lace is ordinarily applied, distinguishing between real lace and imitations thereof made by machinery.

(2) The methods used in making real lace. The places most renowned for its production.

*B. Pillow Lace.*—(1) *The pattern.*—Designing, pricking, copying patterns combination of patterns.

Time required to make a given quantity of a given pattern

(2) *Materials.*—Cotton, thread, silk, gold, silver gold and silver combined, silk and silver (or gold) combined. Sizes and qualities required for different kinds of work. Quantity required for a given breadth of a given pattern.

(3) *Instruments.*

(4) *Testing quality of work and materials.*

(5) *Cost-pricing.*

# APPENDIX VII.

## EXTRACTS FROM THE LOCAL FUND CODE.

NOTE.—These extracts are printed here for convenience of reference; it must however be noted that certain of the provisions are now obsolete, e.g.—

*Articles* 36 *and* 37.—The monthly fee account and quarterly statement of receipts and charges are now submitted to the Sub-Assistant Inspector.

*Article* 40.—This is no longer in force.

*Article* 162.—*Substitute* Sub-Assistant Inspector *for* Supervisor.

*Articles* 193, 194 *and* 195. (G.O. 688 L., dated 4th May 1912).—

In the letter read above the President of the Gōdāvari District Board solicits instructions whether the service registers of board elementary schoolmasters should be maintained by the sub-assistant inspector of schools or the president of the local board concerned. He himself is of opinion that this duty should devolve upon the sub-assistant inspector for the reason that it is this officer who draws up the pay bills of elementary schoolmasters and keeps the office copies, where as all the information required for the maintenance of their service registers is not on record in the office of a taluk board.

2. The Government observe, however, that it is the president of the taluk board who passes orders as to the appointment, transfer, promotion and punishment of elementary schoolmasters and the grant of leave to them, unless the leave granted does not exceed one month, when the sub-assistant inspector has authority to dispose of the case. The nature of the orders passed by the sub-assistant inspector is, however, on record in the taluk board office since he is required to submit a statement of leave granted and appointments made for the information and formal approval of the taluk board president. Moreover, though the pay bills of elementary schoolmasters are prepared by the sub-assistant inspector, they are passed by the taluk board president and there should be no difficulty in arranging for the retention of copies of such bills in the taluk board office. With this change in procedure all the information required for the maintenance of the service registers of board elementary schoolmasters will be available in the office of the local board concerned, and sub-assistant inspectors can be relieved of all responsibility in the matter.

3. The Accountant-General will be requested to submit for the approval of Government a draft of such alterations in the Local Fund Code as may be necessary in order clearly to define the procedure which should be followed in future The Government do not consider it desirable that sub-assistant inspectors should be called upon to attend to the clerical work connected with the preparation of service registers or to make arrangements for the safe custody of such documents.

*Article* 384.—Only teaching grants on behalf of elementary schools are now payable from Local Funds.

### SPECIAL ORDERS RELATING TO RECEIPTS.

3. (*a*) *School fees.*—Those appertaining to Elementary or Secondary schools should be credited to Taluk Funds and those appertaining to training or other special schools to District Funds.

### EDUCATIONAL RECEIPTS.

#### *School Fees.*

34. A scale of fees, inclusive of those for admission, as also of fines, library fees, etc., should be fixed with reference to the Educational Rules and in consultation with the educational authorities.

35. The fees should be collected whenever possible by means of bill receipts in Form 2, bearing consecutive printed numbers for each school. These receipts should be prepared beforehand in foil and counterfoil and signed or impressed with the facsimile stamp of the Principal or Headmaster of the Institution after examination by him with the attendance registers. They should be made over to the clerk or other subordinate entrusted with their collection. The clerk should always sign the receipt

after payment of the money and make it over to the pupils. The Principal or the Headmaster should see from time to time that the receipts so entrusted are duly accounted for either by payment of the amounts collected or by the production of the uncollected bills on hand. The daily collection should be verified with reference to the entries of payment in the attendance register in the form prescribed in the Educational Rules and the counterfoils of the bills. Towards the end of the month a list of defaulters will be prepared from the unrealized bills and after it has been compared with the attendance registers, the necessary action will be taken in regard to it. At the end of every term all unrealized bills should be cancelled and forwarded to the Local Board's office with a covering list.

The collections should be remitted to the treasury with a challan in duplicate once a week or oftener when they amount to more than a prescribed minimum and a receipt obtained from the treasury.

36. Headmasters of board elementary and secondary schools shall submit to the Supervisor of Elementary Schools and Assistant Inspector, respectively, a monthly fee account in duplicate, together with the treasury receipts for remittances. One copy of the account shall be immediately forwarded to the President of the Local Board, with the receipts with such remarks as the scrutiny of the accounts may suggest. The Supervisor of Elementary Schools shall, on his tour of inspection, check the school fee receipts in elementary schools with the entries in the admission and attendance registers and shall submit along with his monthly diary a statement specifying the schools visited and the monthly fee accounts verified, bringing to notice any discrepancies or irregularities.

37. Headmasters of board elementary schools shall forward to the Supervisor of elementary schools a statement of receipts and charges for each quarter before the 15th of the month immediately succeeding the quarter. The Supervisor shall, after scrutinizing the statement with the duplicate copies of bills and accounts with him, consolidate them and forward the consolidated statement to the Treasury Officer through the President of the Local Board for verification, enclosing the originals for reference. Headmasters of secondary schools shall forward such statements to the Treasury Officer through the President. Grants drawn and the expenditure incurred direct by the President on account of furniture, buildings, etc., will be entered by him in the statement before transmission to the Treasury Officer for verification. The quarterly statements, when returned verified by the Treasury Officer shall be filed by the Supervisor or Headmasters, as the case may be, and submitted by them to the Educational Department along with the annual financial returns.

38. The Headmaster or Principal of Schools other than elementary and secondary schools shall submit to the President of the Local Board through the Inspecting officers not later than the 7th of each month during each term a monthly account in duplicate of demand and collections in Form 3 together with the treasury receipts for remittances.

39. The fee accounts of elementary and secondary schools, and the monthly accounts received from other schools shall be checked arithmetically in the Local Board office, and the correctness of the remittances proved from the treasury receipts furnished with them. An abstract of the demand, collection and balance of the first two classes of schools should be prepared and included in the Local Board's demand collection and balance statement in Form 4 submitted to the Audit Office, while similar figures for each of the other schools should be separately shown in that statement, and one copy of the monthly account submitted in support of the entries.

40. Under article 75, Chapter IV, of the Madras Educational Rules, the Director of Public Instruction may fix for any district, portion of district or town, the proportion of pupils of backward or indigent classes who may be admitted without fees.

41. The forms for fee receipts should be supplied from the Local Board's office, which should keep an account of them in the stock account of forms.

*Sale-proceeds of Books.*

43. The outlay on the purchase of school books for sale will be shown in the Treasury accounts under a suspense head and its recovery watched by means of a *plus* and *minus* memorandum as in the case of other suspense head transactions. The sales will be for cash at rates fixed by the Local Board.

Sale-proceeds of books shall be checked in the Local Boards's office by means of stock accounts which should be maintained therein from information supplied quarterly in statements in Form 5, supported by treasury receipts for remittances by officers entrusted with the sale of books. These statements should be checked in the Local Board's office, and forwarded in original to the Audit Office by the 10th of the month following the quarter to which they relate. A (*plus* and *minus*) memorandum will be prepared in the Local Board's office and submitted to the Audit Office, showing the whole of the transactions for the Board. The issues should agree with the total sales made by officers entrusted with the sale *plus* any direct issues to schools or sales made from the Local Board Stock. In the latter case a statement of such sales, etc., should be furnished.

44. Supervisors of Elementary schools and other educational officers should apply for the books required for the use of schools to the President of the Local Board concerned. The Local Board President should then submit indents to the President of the District Board, showing the number and description of the books, and the name of the school for which they are wanted. Books should, as far as possible, be supplied from the stock entrusted to the various officers for sale, and in such cases the President should, if he passes the indent, instruct the officer concerned to issue the books asked for, and intimate the fact to the party who submitted the indent. On receipt of the information with the quarterly statement in Form 5 as to the actual supply of the books concerned, the Treasury Deputy Collector will make the necessary adjustment in the account, treating the statement as a voucher.

45. The balance of books in the Local Board's Stock will be checked quarterly by the President, or a member of the Local Board, and the fact of verification certified to at foot of the statement in Form 5. In the case of books supplied to Supervisors of Elementary schools and Tahsildars, the verification may be made annually by the Sub-Assistant Inspector of Schools or the Revenue Divisional Officer as the case may be.

*Schoolmasters.*

125. Local Boards must, as far as practicable, employ qualified teachers in their schools. In making nominations of Educational officers, Presidents should always consult the Inspector of Schools of the division or his Assistant for the range.

*Bills of Elementary Schools.*

162. Headmasters of Board Elementary schools shall prepare pay bills in duplicate and submit them, on the last working day of each month to the

Supervisor of Elementary Schools who shall, after careful scrutiny, prepare consolidated bills for each taluk in Form 39 and forward them to Presidents of Local Boards by the 10th of the following month. House-rent and fixed contingent allowances, if any, should be drawn in the pay bills along with the pay. They should, however, prepare separate bills for fluctuating contingent charges and travelling allowances and submit them to Supervisor for transmission to Presidents through the Sub-Assistants. When a Headmaster can prepare bills only in the vernacular, the Supervisor or the Assistant Inspector, as the case may be, shall insert the English equivalents. Unless special arrangements exist for the distribution of salaries to board schoolmasters, the bills relating to Elementary schools will, as they are received, be passed by the President for payment to the Tahsildars of the taluks for being cashed and disbursed to the teachers concerned as expeditiously as possible. When the bills are passed for amounts different from those claimed, the Supervisor or Assistant Inspector, as the case may be, will be informed of the actual amount passed, with reason for the alteration.

Tahsildars may remit salaries of Elementary schoolmasters by money order if necessary at the expense of the Boards.

G.O. 1373 L., dated 6th August 1900.
G.O. 587 L., dated 29th March 1901.

*Bills of Secondary and Technical Schools.*

163. Headmasters of board, secondary and technical schools should prepare salary bills in duplicate and forward one copy direct to the President of the Local Board concerned for pass endorsement, and the other to the Inspector or the Assistant Inspector of Schools for countersignature. The latter should be clearly marked "Duplicate, not payable at Treasury" and forwarded to the Audit Office by the countersigning officer to be filed there with the original. In the case of contingent and travelling allowance charges, the bills should be sent to the President only after obtaining the countersignature of the Inspector or Assistant Inspector of Schools of the division as the case may be. All bills of Secondary schools will be passed by the Presidents for payment to the Headmasters concerned.

G.O. 1735 M., dated 15th November 1894.

*Medical and other Pupils.*

164. In the case of medical and other pupils or students undergoing training, separate consolidated bills should be prepared by the head of the school or institution concerned, for the students belonging to each local body, and forwarded on the last day of the month to the Presidents concerned. The latter should take steps to pass them and remit the money without delay.

## Special Rules regarding some Allowances.

*Extra Remuneration.*

165. Unless in any particular case it be otherwise distinctly provided, the whole time of a Local Fund employee must be held to be paid for by the Local Board under which he is serving.

But an exception has been made in favour of teachers in the service of Local Boards who can undertake private tuition, subject to the sanction of the Local Board concerned and the approval of the Inspector of Schools, both as regards the number of hours in every week to be devoted for such tuition and the amount of fee to be received. A general sanction has been

accorded by the Government in G.O. 1105 L., dated 19th May 1893, to the appointment of Local Fund Schoolmasters as Postmasters.

G.O. 98 L., dated 30th January 1905.
G.O. 1136 L., dated 18th September 1906.

*Allowances to Stipendiary Students.*

177. Presidents of District Boards can sanction, without reference to Government, the grant of stipends to students undergoing training as midwives, compounders and schoolmasters, subject to the condition that the provision made on this account in the sanctioned budget of the Local Board concerned is not exceeded.

The salaries and allowances of teachers employed in schools under the management of Local Boards who are selected to undergo training (including students selected with a view to employment in such schools) shall be settled by the President of the Local Board concerned—vide the rules in the Madras Educational Rules.

## Education.

*Funds how to be supplied.*

384. Local funds may be applied to any or all of the purposes enumerated in the Grant-in-Aid Code, but more especially to the maintenance of elementary, secondary and technical and training schools, whether wholly or by grants-in-aid. Local funds may also be applied to the supply of books. The provision of improved elementary education for boys is, however, the chief duty of the Local Board and to its promotion a very large proportion of the funds allotted to education must be devoted.

*Control over Board Schools.*

385. All Local Fund schools are under the direct control of the Education Department and are administered according to the principles of management adopted for State schools.

*Establishment of Schools.*

386. No new school other than an elementary school shall be established by a board without the sanction of Government, but Boards may aid, or seek aid for, any school without such sanction, subject to the provisions of the Grant-in-Aid Code, and the general rules as to allotments and transfers.

387. All applications for sanction for the establishment of new schools other than elementary schools, or for any educational outlay in addition to that sanctioned in the budget for the year, should be submitted to Government through the Director of Public Instruction. Care should be taken that no proposal is submitted to the Director until the local educational officers have had an opportunity of expressing an opinion thereon.

*Closing and Transfer of Schools.*

388. Boards may close or transfer any school without the sanction of Government, provided that at least three months' notice of their intention is given to the Inspector of the Division, to allow, if necessary, a representation being made to Government by the Director of Public Instruction. Notice should also be given of the intention to reduce a school.

389. The District Board may hand over the control of any school under its charge to the Taluk Board in which such school may be situated, and

similarly the Taluk Board may transfer the management of any school to the Panchayat of the Union in which such school may be situated.

*Grants-in-aid, how given.*

390. All monies expended on grants-in-aid must be given according to the rules of the Grant-in-Aid Code, which shall have the force of rules under sections 95 and 144 of the Act, excepting only general contributions ordered for any educational service benefiting the Presidency generally, or a certain portion thereof.

*Training Schools.*

391. Training and other special schools will be administered by the rules laid down by the Board in communication with the educational department.

*School Books, etc.*

392. It is the duty of a Board to see that, either by its own agency, or otherwise, proper provision is made for the supply of school books, slates, etc., to its own schools, and for sale of books to village schools. When other agency is employed, it may afford special assistance by way of commission on sales, or advances to vendors, or otherwise.

*Accounts.*

393. The duty of examining the accounts of all aided schools devolves primarily and solely on the officers of the Educational Department, and not on Local Boards. If, however, a Local Board has any reason to suspect that the accounts of any school are kept incorrectly, or has come to understand that any irregularities have occurred, it should refer the matter to the Inspector of the Circle whose duty it will be to inquire into the case, either directly or through the Assistant Inspector and make a full report to the Board concerned.

*Correspondence.*

394. Assistant Inspectors of schools will correspond direct with the District Board, and under the general control of the District Board, with the Taluk Board or Union Panchayat upon the following subjects :—

Salary bills, book accounts, contingent bills, application for leave on behalf of schoolmasters, indents for postage labels, statements of certifying memoranda, monthly returns of schools, and similar subjects of statistical character.

In other cases, the communication between the Taluk and District Boards and the Assistant Inspectors, should be through the Inspector of Schools. In cases of emergency, however, the Presidents of the Local Boards should not hesitate to correspond direct with the Assistant Inspectors of Schools. Presidents should receive from the Inspector of the Division copies of all inspection reports on schools maintained or aided by them.

## APPENDIX VIII.

### Extracts from the Municipal Account Code.

24. All appointments of persons to offices under Municipal Councils whether permanent or temporary shall, when to such appointments a maximum salary of Rs. 50 per mensem and upwards is attached, be subject to the sanction of the Governor in Council.

The foregoing rule will also be relaxed in the case of educational appointments carrying a maximum salary of not less than Rs. 50 and not exceeding Rs. 150 per mensem, in respect of which the approval of the Director of Public Instruction will be sufficient, and, if in any such case, the Director is not prepared to accept the nomination of the Chairman, reference should be made by him to Government.

26. It shall be the duty of the Chairman to consult the Inspector of Schools of the Circle before appointing masters to Municipal High Schools and Colleges, and the Assistant Inspectors of the division, before appointing masters to Municipal secondary and elementary schools. The same procedure shall be followed before promoting masters already employed in such institutions.

191. A scale of fees inclusive of those for admission, as also of fines, library fees, etc., shall be fixed by the Council with reference to the Educational Rules and in consultation with the educational authorities.

192. The fees shall be collected by means of bill receipts in Form 52 bearing consecutive printed numbers for each school. These receipts should be prepared beforehand in foil and counterfoil and signed or impressed with the facsimile stamp of the Principal or the Headmaster of the institution after examination by him with the attendance registers. They should be made over to the clerk or other subordinate entrusted with their collection. Such clerk should always sign and date the receipt after receipt of the money and before making it over to the boys. The Principal or the Headmaster should see from time to time that the receipts so entrusted are duly accounted for either by payment of their amounts on collection or by the production of the uncollected bills on hand. The daily collections should be verified with reference to the entries of payment in the attendance register in the form prescribed in the Educational Rules and the counterfoils of bills. At the end of the month a list of the defaulters will be prepared from the unrealized bills and after they have been compared with the attendance registers, the necessary action will be taken in regard to them. At the end of every term all unrealized bills should be cancelled and forwarded to the Municipal office with a list of them.

193. The collections in the case of Colleges and High Schools should be remitted direct into the treasury with challan in triplicate once a week or oftener when they amount to Rs. 100 or more and a receipt obtained from the treasury in duplicate. One of these should be retained in the College or High School and the other sent to the Municipal office with the monthly demand collection and balance statement. Collections of smaller institutions should be remitted to the Municipal office at least once a week and a receipt obtained in Miscellaneous Receipt Form and filed in the school.

194. Monthly demand, collection and balance statements in Form 53 should be submitted to the Municipal office as soon as possible after the

end of every month. They will be checked in the Municipal office by the Manager or the Accountant and admitted under the signature of the Secretary or the Chairman, the demand figures being verified by reference to the attendance and admission registers. Any irregularity, either in the collection of fees or in their remittance, should be brought to the notice of the Council.

195. Arrears of fees cannot be recovered by legal process, but should be collected only when a pupil seeks readmission or applies for a leaving certificate.

196. Under article 8 of the fee regulations, the Director of Public Instruction may fix for any district, portion of district or town, the proportion of pupils of backward or indigent classes who may be admitted without fees.

197. The forms for fee receipts should be supplied from the Municipal office, which should keep an account of them in the stock account of forms.

257. Salary and contingent bills of Municipal schools should be signed by the Headmaster and countersigned by the Inspector of Schools in the case of High schools, by the Assistant Inspector in the case of Lower Secondary schools or by the Sub-Assistant Inspector in the case of Elementary schools. These bills can, however, be paid without the countersignature of the Educational officer concerned, provided they are prepared in duplicate, the original being presented for payment and the duplicate marked distinctly "*not for payment*" being sent to the Educational officer concerned for countersignature and transmission to the municipality.

In the case of Municipal Colleges, however, the establishment and contingent bills may be drawn by the Principals of the Colleges, and need not be countersigned by the Educational officers.

## APPENDIX IX.

### Rules for the Sub-Assistants' Test.

*Examination when and where to be held.*—An examination, to be styled the Sub-Assistants' Test, shall be held annually in the month of April, in the subjects hereinafter mentioned, and at such places and on such dates as may, from time to time, be notified. *The examination shall consist of two parts, the first comprising the subjects mentioned in clauses (i), (ii), and (iii) of rule 7 of these rules and the second the subject specified in clause IV of the same rule.*

2. *Objects for which instituted.*—The examination is instituted for the purpose of regulating the appointment of Sub-Assistant Inspectors and Sub-Assistant Inspectresses of Schools.

3. *By whom conducted.*—The examination shall be under the control of the Director of Public Instruction and shall be conducted by such officers of the department as may be appointed by him for the purpose.

4. *To whom open.*—The examination shall be open to—

(i) Probationary Sub-Assistant Inspectors and Sub-Assistant Inspectresses.

(ii) Teachers, Supervisors of Elementary Schools, in the service of Government and teachers in recognized institutions; provided (1) that, if men, they have passed the First Examination in Arts or Intermediate Examination of the University of Madras, and, if women, the Matriculation or the Upper Secondary Examination, or hold a Secondary School Leaving Certificate of the standard laid down in G.O. 60, dated 2nd February 1910; (2) that either they have passed the Elementary Technical Examination in Freehand drawing or hold a certificate of proficiency in drawing awarded by the Principal, Teachers' College, Saidapet, to the teachers under training at the end of their training course; and (3) that they are recommended by an Inspector or Inspectress of Schools or the head of a recognized college.

(iii) All others not included in clauses (i) and (ii) of this rule, but possessing qualifications not inferior to those prescribed in clause (ii), provided that they are specially permitted to appear by the Director of Public Instruction.

Note.—The examination, *in the first part*, is also open to candidates for clerkship on Rs. 50 and upwards in the Educational Department.

5. *Form, time and mode of application.*—Applications for admission to the examination shall be made on printed forms to be had at the offices of the Inspectors of Schools and must be despatched so as to reach *the office of the Inspector of Schools,* *Circle,* not later than the 31st January immediately preceding.

6. *Fees.*—The fee to be paid for candidates for admission *to the first part of the examination* shall be *Rs.* 12 *and to the second part Rs.* 3. *Candidates will be permitted to appear for the second part either along with the first part or separately at their option.*

7. *Subjects of examination.*—The subjects of examination shall be as follows:—

(i) The Madras Inspection Code, with special reference to the office and general duties of Sub-Assistants and Supervisors of Elementary Schools.

(ii) The Madras Educational Rules, important Government notifications relating to education, and the sections of Madras Acts IV and V of 1884 relating to education and the by-laws and regulations passed thereunder.

(iii) The Grant-in-Aid Code and the educational statistics of the district which the candidate serves or wishes to serve.

(iv) *Linguistic test in a vernacular language of the district in which the candidate is serving or wishes to serve.*

NOTE.—*The vernacular shall not be the same as the second language taken up by the candidates in the highest general education test passed by him. There shall be in it a written examination in prescribed text in modern prose and simple poetry, translation, composition and grammar of the standard for each language laid down under "C" in the scheme for Secondary School Leaving Certificates.*

8. *Order of time and subjects.*—The examination shall be conducted in the order of time and subjects shown in the following table and the number of marks assignable to each subject shall be as therein specified:—

| Day. | Hour. | Subjects. | Maximum. |
|---|---|---|---|
| First day ... | 10 A.M. to 1 P.M. ... | (i) Madras Inspection Code ... | 100 |
| | 2 P.M. to 5 P.M. ... | (ii) „ Educational Rules, etc. | 100 |
| Second day. | 10 A.M. to 1 P.M. ... | (iii) The Grant-in-Aid Code, etc. | 100 |
| | 2 P.M. to 5 P.M. ... | (iv) The Linguistic Test .. | 100 |

9. *Minima for passing.—No candidates shall be declared to have passed in the first part if he fails to obtain 40 per cent of the marks assigned to each subject in that part and 45 per cent of the total number of marks for that part. For a pass in the linguistic test 45 per cent of the marks assigned to it shall be secured.*

10. *Classification of passed candidates.*—Successful candidates shall be ranked in two classes, the first class consisting of those who obtain not less than 75 per cent of the tolal number of marks in each part and the second consisting of all others.

11. *Publication of results.*—The names of the successful candidates shall be published in the *Fort St. George Gazette.*

# APPENDIX X.

## Rules for the Elementary Schools Supervisors' Test.

1. An examination to be styled the Elementary Schools Supervisors' Test, shall be held annually in the month of April in the subjects hereinafter mentioned, and at such places and on such dates as may from time to time be notified.

2. *Objects for which instituted.*—The examination is instituted for the purpose of regulating the appointment of Supervisors of Elementary Schools.

3. *By whom conducted.*—The examination shall be under the control of the Director of Public Instruction and shall be conducted by such officers of the department as may be appointed by him for the purpose.

4. *To whom open.*—The examination shall be open to teachers of at least two years' standing holding trained teachers' certificates of Secondary or Collegiate grade and to others who may be specially exempted by the Director.

5. *Form, time and mode of application.*—Applications for admission to the examination shall be made on printed forms to be had at the offices of the Inspectors of Schools and must be despatched so as to reach the office of the Inspector of Schools,

Circle, not later than the 31st January immediately preceding.

6. *Fees.*—The fee to be paid by candidates for admission to the examination shall be Rs. 3.

7. The subjects of the examination shall be as follow:—

(i) *The Madras Educational Rules.*—Only the portions relating to Elementary Schools.

(ii) *The Grant-in-Aid Code.*—Only the portions relating to Elementary Schools.

(iii) *The Madras Inspection Code.*—Portions relating to Elementary Schools with special reference to the office and general duties of Supervisors.

8. *Order of time and subjects.*—The examination shall be conducted in the order of time and subjects shown in the following table and the number of marks assigned to each subject shall be as therein specified :—

| Day. | Hour. | Subjects. | Maximum marks. |
|---|---|---|---|
| First day ... | 10 A.M. to 12 Noon ... | The Madras Inspection Code, etc. | 100 |
| | 2 P.M. to 4 P.M. ... | The Madras Educational Rules ... | 100 |
| Second day. | 10 A.M. to 12 Noon ... | The Grant-in-Aid Code ... ... | 100 |

9. *Minima for passing.*—No candidate shall be declared to have passed who fails to obtain 40 per cent of the marks assigned to each subject and 45 per cent of the total number of marks.

10. *Classification of passed candidates.*—Successful candidates shall be ranked in two classes, the first consisting of those who obtain not less than 75 per cent of the total number of marks and the second consisting of all others.

11. The names of the successful candidates shall be published in the *Fort St. George Gazette.*

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